



STUDENT INVOLVEMENT
GALLAGHER STUDENT CENTER
COMMUTER SERVICES

Student Organization Advisor Manual 2019-2020

DISCOVER



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Welcome/Introduction to the Manual

The relationship that an advisor has with a student organization and its members is unlike any other. It requires a delicate balance of negotiation, trust, mutual respect, and sometimes tough love. More than just a signature on a financial form, the advisor works in tandem with the organization members to provide coaching, offer institutional wisdom, or share a historical perspective. With that in mind, the Office of Student Involvement crafted this manual as a tool for you, the advisor, to be the best resource possible for the students in your organization.

We recognize that each advisor has a distinctive relationship with the organization and its leaders. Some organizations function well with little to no input from the advisor while other organizations rely on a high-touch advisor to help plan events and meet the organization's goals. There are organizations that meet weekly with advisors, while others touch base much less frequently. Regardless of the form of your advisor/advisee relationship, we encourage you to communicate regularly with your student organization members and to find ways to challenge the group while supporting their organizational goals.

We designed this resource with you in mind. Whether you are trying to help a group work through conflict or offering information about reserving a space or registering a trip, this manual should support your needs. Our hope is that this manual puts the need to know information at your fingertips. As you use this tool, please provide us with feedback so that we can continue to improve this resource to best meet your needs

Remember, the Office of Student Involvement, Gallagher Student Center and Commuter Services is here to support you and help your organization succeed. We are partners in involvement, providing policy and procedural guidance as well as resources to help both the student and the advisor. We wish you the best of luck in the coming year and hope to hear from you!

Sincerely,



Leah Busam Klenowski
Senior Director, Division of Student Affairs

University Mission Statement

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to the common good and to the education of the whole person, the Xavier community challenges and supports students as they cultivate lives of reflection, compassion and informed action.

The Xavier Student Commitment

We are Xavier Musketeers. We are unique individuals who come together in the spirit of St. Ignatius, to learn together, to serve together and we will succeed in changing the world together. We act with integrity, justice and generosity. All for one and one for all.

University's Academic Vision Statement

Xavier University, a comprehensive university in the Jesuit tradition, excels at educating students intellectually, morally and spiritually by challenging them to become men and women of integrity and compassion. We inspire one another to achieve our full potential and to engage in society as competent, thoughtful, and responsible global citizens. We value academic rigor, research, reflection, and the integration of knowledge and action that works toward the betterment of society.

Office of Student Involvement, Gallagher Student Center & Commuter Services



Meet the Staff

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Professional Responsibilities

Student Travel, Alcohol & Other Policies
SGA Executives Advisor
Student Organizations

Student Organizations
Weeks of Welcome & Club Days
Fundraising, Travel & SORF Board Advisor

Manresa Orientation Program
Peer Mentor Program
Arrupe Leaders

Student Activities Council
Leadership Programs
Family Weekend

GSC Facility & Reservations
Campus Events
Commuter Services

Outdoor Space Reservations
Student Organization Resource Room
Fenwick Place Atrium Reservations

The Office of Student Involvement is located in the Gallagher Student Center, suite 210.
Staff members are available Monday through Friday from 8:30am-5pm.
xuinvolvement@xavier.edu 513-745-3004

Important Dates (2019-2020)

Fall 2019	Spring 2020
August 19 – First Day of Classes	January 13 – First Day of Classes
August 18-27 – Week of Welcome (WoW)	January 13-18 – Winter Week of Welcome
August 28 – Club Day	January 20 – MLK Jr. Day – University Closed
August 19-September 23 – Club Activation Window	January 22 – Winter Club Day
September 10 – Spirit Celebration	February 3 – UAO/Subordinate Body Budget Requests Due
October 3-4 – Fall Break	March 6 – Club Budget Requests Due
October 18-20 – Family Weekend	March 9-13 – Spring Break
November 4 – Mid Year Report Form Available	April 1 – Year End Report Form Available
November 27-30 – Thanksgiving Break	April 25 – All Honors Day
December 6 (Midnight) – End of Programming	May 1 – Year End Report/Reactivation Deadline
December 6 (5pm) – Mid Year Report Deadline	May 1 – (Midnight) – End of Programming
December 9-13 – Final Exams Week	May 4-8 – Final Exams Week

Advisor Manual Disclaimer

All policies and procedures described in this manual are subject to change throughout the year, as prescribed by the Office of Student Involvement. For the most updated policy or procedure, please visit our website at www.xavier.edu/clubs. Not all policies and procedures related to student organizations are provided within this document and many listed are an abridged version. The manual is meant as a helpful, quick reference guide to student organization advisors.

Student Organization Classifications / Categories

All Student Organizations are classified, or grouped, based on several criteria:

- Their function for the student body
- Their accountability to a department or office
- Their recognition granted by the Student Government Association or a university office/department (dependent on the classification)
- Their relationship with a university staff or faculty advisor
- Their access to various university resources, including funding, space and promotions
- The level of risk posed from their activities to the university.

Each group is then assigned a category based on their mission statement and related activities. Within categories, groups often find great opportunities to collaborate with one another due to the similar nature or interests of other organizations in that category.

Defining Student Organization Classifications

Clubs: Defined as 8 or more current students who have joined together for a common social, educational, social justice, religious or cultural purpose and are formally given recognition by the Student Government Association. Examples of a club would be Physics Club or LGBTQ Alliance.

University-Affiliated Organization (UAO): An organization of students whose function began as a club but they now have a special, elevated relationship with a University Department or Office and are formally given this recognition by the Student Government Association. Examples of a UAO would be Alternative Breaks, Black Student Association and Student Activities Council.

Subordinate Bodies: A student organization that serves an official function on behalf of the student body by governing a select number of clubs or hall councils. Subordinate Bodies are formally given this authority by the Student Government Association. Examples of Subordinate Bodies would be Club Sports Council or National Pan-Hellenic Council (NPHC).

Club Sports: Club Sports are competitive team groups that provide structured competition for student members who are non-intercollegiate athletes and compete against other clubs and sometimes varsity teams from universities throughout the Midwest. Club Sports are granted this recognition through the Club Sports Council and receive resources and support from the Recreational Sports Department. Examples of Club Sports would be Dance Team, Club Swimming or Softball.

Student Working Groups: Student organizations that are formed by an office or department to fill a specific need or function on behalf of that department or office, such as executing programs and activities or serving in an advisory board capacity. Their recognition comes directly from an office or department and they are not affiliated with the SGA. Examples of Student Working Groups would be BRAVE Peer Educators, Student Alumni Association (SAA) or Mini Muskies.

Limited Affiliation Groups: An informal group of current students who have joined together for a common purpose, often social or recreational, who register as a group with limited privileges with the Office of Student Involvement in order to reserve space on campus, advertise their activities following university policies and procedures, but do not receive any other resources granted to a student organization. Examples of a Limited Affiliation Group would be Spikeball Group.

Defining Student Organization Categories

Arts: Arts organizations support creative interests from the student body either through visual art or performance. These organizations include groups like Acabellas, Don't Tell Anna and the International Animation Club.

Business: Business organizations support student interest in advancing their knowledge and experience in all areas of business. Many of these organizations represent various majors and areas of study, others draw in students from across disciplines who want to advance their experience with business. Business organizations include groups such as Xavier Women in Business, Delta Sigma Pi Professional Fraternity and the American Marketing Association at Xavier.

Club Sports: Club Sports organizations represent the competitive sports offered through the Club Sports Council and Department of Recreational Sports. These sports can be either co-ed or single gender, including Men's Club Rugby, Club Swimming, and Club Softball.

Education: Education organizations support student interest in advancing their knowledge and experience in all areas of education. Organizations may directly support classroom instruction experience, working with children/youth or networking in the education community. Examples of these organizations include Educators for Justice, Exceptional Student Association, and the National Association for Music Education.

General Interest: General Interest organizations give students with a shared interest the opportunity to engage with one another. These groups often draw students of various majors and areas of study together that share a common interest. Examples of general interest clubs include 4 Paws for Ability, Commuter Activities Board, and Outdoor Club.

Health Professions: Health Professions organizations support student interest in advancing their knowledge and experience in the various health professions. Organizations often help to network and connect students with professionals in the field and encourage collaboration across disciplines. Examples include Pre-Medical Student Association, Student Nurse Organization, Psi Chi Psychology Club, and Xavier Sports Medicine Club.

Honors: Honors organizations support student interest in academic excellence throughout their college career. These organizations include Honors Council, Mortar Board and Alpha Sigma Nu Jesuit Honor Society.

Identity: Identity-based organizations often unite underrepresented populations, students with similar ethnic background or a group of individuals identifying with a specific nationality or culture. Examples of Identity organization include Student Organization of Latinos, Muslim Student Association and Black Student Association.

Language & Culture: Language & Culture organizations support student interest in exploring the language and history of various cultures. Several of these organizations are supported by academic programs where language and culture are taught within a discipline. Examples of these organizations include Spanish Club, Italian Club, and Sign Language Club.

History, Law & Politics: History, Law & Politics organizations support student interest in advancing their knowledge across these interconnected disciplines. Many of these organizations are directly connected with an academic major. The organizations in this category include History Club, Pre-Law Society, Political Science Club and Criminal Justice Society.

Publications & Media: Publications & Media organizations work to produce media and publications for their fellow students at Xavier. These organizations include Xavier Newswire, Her Campus Xavier, The Clocktower Review and XU Television Association.

Service & Social Justice: Service & Social Justice organizations seek to offer students with opportunities to serve others, either through direct community service participation or philanthropic fundraising, or to support social justice causes by promoting a deeper understanding of an issue or igniting activism. Examples of these groups include Students for Life, Colleges Against Cancer, and Habitat for Humanity.

Spirituality: Spirituality based organizations engage members of a shared faith tradition with one another as well as members of multiple faith communities to celebrate their beliefs and to deepen their spiritual lives. Examples of spiritual clubs include Athletes in Action, Coalition for Christian Outreach, and Life After Sunday.

STEM: STEM organizations include those connected with the studies and promotion of Science, Technology, Engineering and Mathematics. These organizations include the advancement of experience and learning in this growing field (STEM). Examples of these organizations include Biology Club, Information Systems Club, and Physics Club.

Student Governance: Student Governance organizations serve to support the student body through oversight of organizations and advocacy for the student body. This category is limited to the Student Government Association.

Wellness: Wellness organizations serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy and opportunities for educating others around health issues. These organizations include Yoga and Holistic Awareness Club, CHARG and Empower XU.

Advisor Roles and Expectations

Definition of an Advisor

At Xavier University, the advisor must be a faculty or staff member; graduate assistants or interns are not eligible to serve as an official advisor. Advisors are to serve primarily as resources and consultants to student clubs and organizations and secondly as directors and planners of programs. The challenge for advisors is to balance the roles of director, teacher, and consultant. The role of the advisor is one that should be collectively established and understood by officers and advisor alike. Each organization will likely need their advisor to support the group in unique ways. Some groups may need a high-touch relationship; some group may prefer a low-touch relationship. Preferences aside, most organizations probably need more active, hands-on advising than not.

Advisor Agreement Form

All club advisors are required to complete an Advisor Agreement Form. This form exists as an agreement between the advisor and the group but also between the advisor and the Office of Student Involvement.

These forms are annually renewed by existing advisors each spring as a part of the formal reactivation process; however, the form should also be resubmitted any time a club changes advisors. The form requires the signature of the current club president and the advisor. This form can be found under the Advisor Resources section of the Clubs website (www.xavier.edu/clubs).

Advisor Replacement & Removal

Serving as a club advisor is an at-will responsibility of a university employee. The student club members, along with the Office of Student Involvement, grant the authority for a university employee to serve as an advisor. There may be times when an advisor chooses to step down from their role or is asked by the club to step down from the responsibility. In the event of a vacancy, the club can work with the Office of Student Involvement to identify other individuals who would most appropriately fit the clubs' unique needs and who may have a relationship to or interest in the nature of the organization. Once the club is satisfied with the new advisor and the employee has agreed to serve in the role, the organization needs to complete a new Advisor Agreement Form and also update the advisor of record in OrgSync under the group's profile.

There may be times when the Office of Student Involvement removes an advisor from their role. Student Involvement is responsible for the continued interest and operation of each organization and may find that an advisor is unwilling or unable to meet the expectations outlined in the Advisor Agreement Form, that the advisor is infringing on the autonomy of the organization, and/or the advisor is exhibiting inappropriate or questionable behavior in their role. This removal is often done in

consultation with members of the organization in coordination with the Division of Student Affairs and is never taken lightly. In most situations, it is imperative to work to develop the relationship between the advisor and the members of the organization, but there may be times when the best decision is to sever the relationship and work with the club to move forward with support from another advisor. The Office of Student Involvement has the right and the responsibility to make the decision to remove an advisor in any instance where an advisor's relationship with the organization or its members infringes on the students' ability to lead autonomously, make decisions democratically or to manage their own finances and business as a club.

Advisor Roles

Advisors are an integral part of the student organization. They not only serve as mentors and resources, but also aid in the development and growth of the organization and the members within. As is outlined in the Advisor Agreement Form, the role of a student organization advisor includes many responsibilities, the primary ones which are outlined below:

Mentor:

- Encourage full participation of all members of the group
- Encourage a healthy balance between academics and organization involvement
- Establish direct relationships with the officers, the organization, and its members

Active Participant:

- Aid in the development of the organization's mission
- Regular, consistent attendance in the organization's events and meetings
- Regular, consistent meetings with organization leadership

Supervisor:

- Preside over controversial or potential risk-producing situations and events
- Liaison between organization and student offices in cases of risk management (i.e. Office of Student Involvement, Risk Management, Communications, and Xavier Police)
- Assist in the management and reduction of risk
- Serve as a chaperone or resource for obtaining chaperones for trips and off-campus activities

Financial Consultant:

- Financial Administrator-aid with budgeting, ensure the ethical behavior of handling funds
- Assist with the annual budget in accordance with university financial policies
- Serve as the primary signing authority in conjunction with the Office of Student Involvement

Accident/Incident Procedures

Incidents On Campus

Call Xavier Police (513-745-1000) if you have any type of incident or emergency situation that involves an injured person, a vehicle accident, damage to a facility, or theft/robbery. Police officers will need to assess the injury or incident and document to ensure all information is collected properly.

Incidents Off Campus

Injured Person

Accidents and injuries unfortunately happen. While hosting a program or trip away from campus, if a member of the Xavier community is injured, please assess the situation and determine if emergency services are required (9-1-1). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Once the injury has been assessed, please notify Xavier Police (513-745-2000) and provide information about the injury and also details about the status of the injured person (are they at the hospital, with whom, which hospital, etc.).

Sick Person / Illness

Unfortunately illness (physical, mental/emotional) can often affect participants on a trip or during time away from campus. If a Xavier student is ill, please assess the situation and determine if emergency services are required (9-1-1 or a local urgent care medical facility). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Please notify McGrath Health & Wellness Center (513-745-3022) so that the illness can be documented or to prevent further spread of any physical illnesses. Be sure to provide details about the status of the person (are they at the hospital, with whom, which hospital, etc.).

Vehicle Accident

While traveling with your organization, if there is an auto accident, please call 9-1-1 as necessary to ensure that police and medical support can assess the situation. After making any other personal phone calls (family, friends, etc.) to immediately assist with the accident, please contact Xavier Police (513-745-2000) to notify the university about the incident during your student organization's trip. Finally, if your advisor is not present, please notify your advisor to make sure they are aware of what happened.

Theft/Burglary

While away from campus on behalf of your student organization, if there is a theft or burglary to a Xavier student, please notify local police (9-1-1) and also communicate with Xavier Police so that the incident is documented. The federal Clery Act requires that the university document any crime that occurs (on or off campus) to a member of the Xavier community. Xavier Police will advise on any additional steps following their notification.

Facility Damage

While hosting an activity away from campus, if student organization members are involved in some kind of facility damage (fire, damages requiring repair at cost to the organization), please assess the situation and determine if emergency services are required (9-1-1) and then notify the Office of Student Involvement for further instructions (xuinvolvement@xavier.edu).

Other Crimes and Incidents

With any situation involving a crime or incident to a member of the Xavier community, please notify Xavier Police (513-745-2000) for further instructions. This includes any type of personal crime or harassment incidents. If an immediate response is required while off campus, please contact emergency services (9-1-1).

CLERY Act Campus Security Authority (CSA)

As an advisor to a student organization, your role designates to you the responsibility of being a CSA under the federal Jeanne Clery Act. The Clery Act indicates a number of crimes that the university must report and prescribes the methods in which the campus is to be notified of a number of crimes once reported. CSAs are required to complete an annual online training, to be administered by Xavier Police. For more information, contact our campus Clery administrator, Lt. Adrian Fuller (XUPD).

Being an Effective Advisor

Advising Styles

In response to your assessment of the organizations leadership, members, and club dynamics, it is then imperative to adjust your advising style to fit the needs of the group. It is important to note that advising styles may change through the course of semester in response to the function and needs of the group.

Educator:

- Advising approaches shift in response to situation (adaptable)
- Allows organization to make mistake and take guarded risks that have been discussed by the whole group
- Always provides support
- Very responsive and non-assertive

Referee:

- Attempts to educate/oversee, but actually handles group's disputes
- Needs to expose group to training and team building exercises
- Works best with groups in turmoil
- Tries to empower group transformation

Overseer:

- Stays at a distance, serves when called upon
- Helpful when group needs experiential learning
- Assists in developing group's competencies
- Can be problematic if group expect more interaction or guidance

Boss:

- Very authoritative and certain he/she has all the right answers
- Expects group to take orders
- Can be a good advisor if motivational, persuasive, and educational
- Ineffective if president has the same style or if used in a threatening way
- Highly responsive and assertive

Adapted from Marietta College's *Student Organization Advisor Manual*, 2008

Situational Leadership Theory

This theory was developed by Paul Hersey and Ken Blanchard and can be used to classify the different ways advisors communicate with leaders within the student organization with whom they are collaborating on a task. There are four basic styles, each rated high or low on directive (task) behavior, and high or low on supportive (relationship) behavior.

Telling (high task, low relationship)—this type of advising is very hands-on in defining the roles of the individual or group and providing the what, how, why, when, and where to do the task-very specific. A “do this” personality, advisors with a Telling style are very effective with getting the job done but not taking into account the relational needs of a group's members. They often find that group members may question or even resent how much the advisor directs versus coaches the group.

Selling (high relationship, high task)—while the advisor is still providing the direction, he/she is also using two-way communication and providing support in order to “sell” their message and get people on board. In a perfect world, advisors could balance a constant, steady, high performance of both relationship and task but this style often becomes exhausting for an advisor to maintain. It is important to note that there are times when advisors makes a healthy, concerted effort to be more or less of one style or another.

Participating (high relationship, low task)—the advisor shares in the decision making process, provides less task oriented behaviors while maintaining high relationship behavior. This style of advisor is often seen as very effective by members of the organization. It is the advisor who cares, not about the productivity of the organization, but about how the members are doing and their personal investment in the group. This advisor style may be questioned on effectiveness in how much the organization is producing in terms of creating events, accomplishing goals and completing tasks, versus just having a great time being together.

Delegating (low supportive, low directive)—this type of advisor is involved in decisions but the responsibility has been passed off to another person or the group as a whole. The advisor with a Delegating style mostly monitors the process from afar. This is the least hands-on approach to advising and often is found in advisors who are mostly just signatures for the group. While many advisors may have this relationship now with their organizations, we strongly encourage that advisors aim higher to both challenge and support the organization by both accomplishing tasks and maintaining relationships better.

There may be times when a group is in need of a more task-oriented or a more relationship-oriented advising style. It is a good practice, as an advisor, to frequently check in with yourself to determine how much you are giving the group based on their needs and opportunity for their own growth.

Adapted from Isabel Moreno's *Leadership Theories I: Situational Leadership*

Establishing a Relationship

Advising is a unique opportunity to bond with the students at Xavier outside of the classroom setting. The environment developed through an advisor-advisee relationship is one that touches on a different level. This experience provides the students the opportunity to get to know faculty and administrators as “real” people, and often leads to long term mentoring.

The First Meeting:

- Ask open ended questions i.e. “How is your English class” instead of “Did you go to your English Class”
- Be forthcoming with what you will bring to the table as an advisor including background information with personal experiences or interest in the organization’s focus
- Be available, via email, phone, or with face-to-face meetings, especially at the starts of the year so that the officers will learn that they can rely on your expertise and presence
- Attempt to get to know the officers on a personal level, understand what drives them to be involved in the organization, what their plans are after graduation, etc.
- Establish expectations-what can the officers expect from you, and what do you expect from them

Adapted from Endicott College, *Clubs and Organizations Manual*

There is no one correct or most effective way to have an advisor-advisee relationship. The hope with the Advisor program is that at any point in time, the student members of an organization know who their advisor is and feel comfortable reaching out to the advisor with questions or concerns about the organization. Additionally, the officers of a club should have ongoing communication with the advisor and should be meeting on a regular basis with the advisor to discuss goals, event plans, potential trips and other opportunities to partner and collaborate across campus. If an advisor has not had communication with the club officers for longer than a month, there is a need re-establish that connection and to likely schedule some ongoing appointments with one another.

Mutual Expectations

The organization-advisor relationship is not a one-way street; the organization should have defined responsibilities to the advisor as well. It is a good idea to have an initial meeting with the new officers at the beginning of year (or even after officer) to establish these expectations from the beginning. Here are some tips to guide the advisory capacity:

- Establish lines of communication:
 - Define the best method (i.e. email, text, phone call)
 - What days and times are good for meetings?
 - Establish regular meetings (bi-weekly, monthly etc.)
- Articulate what club information you would like to receive regularly (club minutes, being CC’d on organization emails, event promotion materials, etc.)
- Advisors are not members-you can coach and guide, but should not perform tasks for the group
- Understand the organizations expectations of you as an advisor
 - Continuity semester to semester
 - Networking
 - Fresh and creative ideas
- Establish common goals that both you and the officers have the student organization

Adapted from University of Illinois at Chicago *Student Organization Advisor’s Handbook*

One of the best places to start when establishing mutual expectations is to begin by reviewing the Advisor Agreement Form together as an advisors and advisees. These expectations layout what the university and the Office of Student Involvement expect of the advisor and are grounds to discuss the role and how the officers and advisors can work toward satisfying those expectations in a way that is mutually beneficial for the club and its members along with the advisors.

Healthy and Unhealthy Student Organizations

As an advisor it is important to help aid the student organization in being successful. One of the ways that this is attained is by healthy group dynamics. This section can assist when evaluating the health of a student organization and is even helpful in openly discussing with the leaders of the group – “How do you think our club is doing? Here are some characteristics of healthy versus unhealthy clubs.”

A group is often viewed as healthy when:

1. All members feel comfortable saying what they think
2. Decisions are worked through until a general consensus of agreement is reached
3. Well-informed members contribute their ideas in the area of their competence
4. The whole group handles questions that concern the whole group
5. Major issues get a large chunk of time
6. Major issues invoke mature approaches to change
7. Minor issues are settled concisely with only the attention they deserve
8. Decisions reached through participation are final and satisfactory
9. Members really understand one another’s idea, plans, proposals
10. The group carries forward in performing tasks and the achievement of goals
11. The group is solution oriented
12. Rewards and feedback are shared among the entire group

A student organization is often as unhealthy when:

1. A few members do all the talking
2. Members mumble agreement
3. Competent people sit silent
4. Decision making is quickly put off
5. New people with good ideas aren’t listened to
6. Minor issues consume the majority of the group’s time
7. Minor and simple issues make people angry and resentful
8. Major issues are passed over
9. The same subjects, supposedly previously settled, keep coming up again
10. Quick judgments are passed on issues people do not understand
11. Members subjectively talk about people in the scapegoat manner
12. The group accomplishes little in absence of the leader
13. The group avoids change
14. Rewards and criticism are concentrated on a few people

The advisor must be aware of what aspects of the group dynamic make the group healthy and successful, and which ones are no conducive to group success. By assessing these areas of group function, the advisor can decide what roles and advising styles he/she needs to adopt.

Adapted from University of Illinois at Chicago *Student Organization Advisor’s Handbook*

Stages of Group Development

Bruce Tuckman developed four cyclical stages of group development—forming, storming, norming, and performing. These stages are interconnected and that all groups go through these stages of development continually throughout their process of developing on campus.

Stage One: Forming

Behaviors:

- Purpose and goal are unclear
- Members feel varying degrees of commitment
- Members are cautious with initiating
- Members Avoid Responsibility
- Communication is low and a couple members usually dominate

Tasks:

- Build a common purpose and clear expectations with accountability, recognition and rewards
- Assess resources, see who can contribute what
- Find a leader and advisor to provide direction

Stage Two: Storming

Behaviors:

- Differences and confusion arise over goals and roles
- Struggles erupt over approaches, direction, and who is in control
- Team members react toward leadership with counterproductive behaviors
- Team is uncertain how to deal with communication and solve conflict

Tasks:

- Involve everyone in discussion
- Include all ideas and opinions
- Seek further clarity about purpose and develop a common approach to meeting objectives
- Define norms
- Leaders raise difficult issues and coach team through struggles

Stage Three: Norming

Behaviors:

- Team gains confidence and momentum
- What, How, Who, When has been clarified
- Agreements on goals, communication, leadership roles, and approaches
- Team builds relationships with each other and external people and groups

Tasks:

- Develop processes for information sharing and feedback
- Have open forums on tasks and relationships
- Build appropriate feedback loops
- Work toward consensus on overarching issues
- Leaders use a facilitative style to create the opportunity for others to lead

Stage Four: Performing

Behaviors:

- Members take full responsibility for tasks and relationships
- Team achieves effective and satisfying results
- Team facilitates itself easily
- Members work proactively for the benefit of the team

Tasks:

- Continuously seek to improve
- Assess and evaluate results
- Celebrate success
- Continuously try out new and better methods

There are a number of great resources online to visually demonstrate these stages of group development as you work with and coach the leadership of an organization. It is important to recognize that the stages are cyclical. The introduction of new members, a new officer, a new program idea, or any number of things can restart the forming stage for the group's development.

Adapted from *Catalyst Online*

Identifying Group Dynamics

The advisor must examine the specific dynamics of the student organization to better understand where the group is developmentally. This involves looking not only at the overall function of the group (as outlined above) but at the individual members of the group and their intrapersonal interactions.

1. **Verbal Participation:**
 - a. Who speaks a lot? A little?
 - b. Is there certain people dominating conversation?
 - c. Is there a hostile dynamic of interruption, disagreement, or superiority?
2. **Decision-Making:**
 - a. Are there self-authorized decisions being made?
 - b. Is there an attempt for democracy and general consensus?

- c. Who primarily makes the final decision? Is it always the same person? Does the President go with the majority, and not just their opinion?
3. **Task Function:**
 - a. Is the group able to focus on the topic at hand? Do they get sidetracked easily? Who/what is causing this distraction?
 - b. Are meetings structured and productive?
 - c. Does anyone discuss and give feedback on activities and events that the organization holds?
 4. **Group Atmosphere:**
 - a. Is the atmosphere friendly or conflictive?
 - b. Do certain members provoke conflict? Resolve conflict?
 - c. Does the group seem to have an "in" and "out" crowd?
 - d. Are disagreements formed? Is there always certain members pitted against each other?

Adapted from Marietta College's *Student Organization Advisor Manual*, 2008

Assessing Leadership Styles

The advisor should be aware of the leadership style of the organization's president. Helping the president grow and aiding in the development of leadership skills is one of the qualities of a good advisor. The following are general leadership styles:

Autocratic:

- Pushes to get support for his/her ideas
- Passes judgment on other members' ideas
- Rejects ideas that don't bring about personal desired results
- Dictatorial

Peacemaker:

- Eagerly supports other members' involvement and participation
- Consistently avoids conflict
- Divides up the power
- Only gives positive feedback

Democratic:

- Includes all members in discussion
- Expresses feelings openly without judging others
- Attempts to deal with conflict by means of problem solving
- Is open to feedback and criticism from others

Laissez-Faire:

- Gains attention by lack of involvement
- Goes along with decisions
- Doesn't commit one way or the other
- Doesn't initiate action or progress
- Doesn't facilitate-only responds

Adapted from Marietta College's *Student Organization Advisor Manual*, 2008

Motivating Organization Officers and Members

In order to establish a successful club, it is important to motivate the officers and members to be involved and invested in the club and its mission. As an advisor, it is important to motivate members so that their energy will carry over into the student body and encourage new membership and fresh and creative programming ideas. Some ways to motivate your officers are:

- Give credit when credit is due
- Use "We" instead of "I" or "You"
- Play up the positives and successes of the group
- Make meetings and projects appear attractive and interesting

- When you are wrong, admit it
- Call officers and members by name
- Be fair, honest, and consistent-do not show favoritism
- Set high expectations and celebrate when the group achieves them
- Give praise and status-create a "member of month" award or something similar
- Develop purpose-always make sure to explain "why"- if members have purpose they will be more motivated

Adapted from University of Illinois at Chicago *Student Organization Advisor's Handbook*

Maintaining a Current Student Organization

Reserving Space for Campus Events

Student Organizations often need to reserve space on campus either for weekly meetings or for hosting an event sponsored by the group. Below are contacts on campus for reserving various space.

Location	Contact	Email	Phone
Alumni Center (Surkamp Family, Basement)	Cindy Amshoff	amshoff@xavier.edu	x3335
Bellarmino Chapel	Liz Keuffer	keuffer@xavier.edu	x3398
Brockman Hall (Tucker's Lounge)	Morgan Gill	gillm8@xavier.edu	x3323
Brueggeman Center	Cynthia Cummins	brueggemancenter@xavier.edu	x3922
Buenger Hall (Music or Meeting Rooms)	McKinley Estime	estimem@xavier.edu	x4217
Center for Faith & Justice (Loyola Room)	Katie Minning	minning@xavier.edu	x3567
Cintas Center (Arena & Auxiliary Gym)	Grace Sweeney	sweeneyg@xavier.edu	x3428
Cintas Center (Banquet & Conference Rooms)	Grace Sweeney	sweeneyg@xavier.edu	x3428
Classrooms & Auditoriums	Michael Svihlik	svihlikmc@xavier.edu	x3942
Commons Apartments (First Floor Lounge)	Ashley Holthaus	holthausa1@xavier.edu	x4998
Conaton Board Room	Mary Ballou	balloum@xavier.edu	x3202
Conaton Learning Commons (Technology Training Rooms, Terrace Space, Study Rooms)	Alison Morgan	morgan@xavier.edu	x3931
Edgecliff Hall Recital Hall	Linda Niehaus	niehausl3@xavier.edu	x3801
Fenwick Place (Lounges)	Anna Mosier	mosiera@xavier.edu	x3543
Fenwick Place (Main Lobby)	Jill Finch	finchi1@xavier.edu	x3004
Gallagher Student Center (Rooms & Atriums)	Chris Marshall	marshallc5@xavier.edu	x3205
Gallagher Student Center (Theatre)	Stephen Skiles	skiless1@xavier.edu	x3578
Husman Hall (Basement)	Joel Houlette	houlettej@xavier.edu	x3367
Kuhlman Hall (First Floor Lounge)	Kirby Bell	bellk16@xavier.edu	x3125
McDonald Library Garden Lounge	Alison Morgan	morgan@xavier.edu	x3931
Musketeer Mezzanine Conference Room	Ashley Hollingsworth	hollingswortha1@xavier.edu	x3203
O'Connor Sports Center	Lauren Rausch	rauschl1@xavier.edu	x3254
Outdoor Sports Facilities (Soccer Complex, Park Field, Hayden Field, Bball & Vball Courts)	Glenn Arnold	arnoldg2@xavier.edu	x3671
Schmidt Fieldhouse	Glenn Arnold	arnoldg2@xavier.edu	x3671
Smith Hall Boardroom	Eileen Corder	corder@xavier.edu	x3609
The Armory	Glenn Arnold	arnoldg2@xavier.edu	x3671
Village Apartments (Multipurpose Room)	Ashley Holthaus	holthausa1@xavier.edu	x4998

Outdoor Event / Outdoor Space Reservation Policy

The following policy describes the parameters for reserving space and conducting events at Xavier outdoor venues. All other applicable Xavier University policies apply.

The following outdoor venues are administered by this policy:

- **Academic Mall:** Academic Mall includes the grassy area between Bellarmine Chapel and Herald Ave/Dana.
- **Xavier Yard:** Xavier Yard includes the North Yard (grassy area between Gallagher Student Center and Husman Hall), South Yard (grassy area in front of Hoff Dining Commons), and

Upper Yard (Fenwick Place Rooftop). This policy also includes the newly created Gallagher Student Center Outdoor Amphitheater.

Reservation Procedure

The Office of Student Involvement manages reservations for the outdoor venues administered by this policy. Use of the space for events without a reservation will not be allowed. Reservation confirmations will be emailed following verification that the space is available. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedure, contact the Office of Student Involvement at (513) 745-3004 or xuinvolvement@xavier.edu.

Other Outdoor Venues

The following is a list of outdoor campus venues not covered by this policy. For information about those venues, contact the representative listed on the next page.

Venue	Approval Representative	E-Mail	Phone
Buenger Courtyard	McKinley Estime, Residence Life	estimem@xavier.edu	x4217
Cintas Center Sedler Plaza	Grace Sweeney, Cintas Center	sweeneyg@xavier.edu	x3428
Commons Courtyard	Ashley Holthaus, Residence Life	holthausa1@xavier.edu	x4998
Gallagher Student Center Awning, Concourse, Patio	Chris Marshall, Gallagher Student Center	marshallc5@xavier.edu	x3205
Husman/Kuhlman Backyard	Joel Houlette, Residence Life	houlettej@xavier.edu	x3367
Intramural Fields/Courts	Glenn Arnold, Recreational Sports	arnoldg2@xavier.edu	x3671
O'Connor Parking Lot	Lauren Rausch, Recreational Sports	rauschl1@xavier.edu	x3254
O'Connor Sports Fields	Glenn Arnold, Recreational Sports	arnoldg2@xavier.edu	x3671
Village Courtyard	Ashley Holthaus, Residence Life	holthausa1@xavier.edu	x4998

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Student Organization Funding Friedlander Family Fund

The Friedlander Family Fund was created to reduce financial barriers for students who wish to be involved in collegiate engagement opportunities. Examples of involvement opportunities supported by this fund include, but are not limited to, such experiences as retreats, campus programs, events, or conferences with participation costs/fees.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Student Organization Resource Fund (SORF)

Purpose

The Student Organization Resource Fund (SORF) allocates supplemental funding to clubs, university-affiliated organizations (UAOs) and SGA subordinate bodies from the Student Activity Fee. Eligible submissions may be submitted for events, trips or equipment.

Funding Eligibility

Eligibility for SORF funding is determined based on the assigned classification each organization receives. Individual students (including student-led initiatives), as well as university departments, are ineligible to apply for SORF funding as the fund is intended only to support student organizations. Please refer to the complete SORF Operating Document at <https://www.xavier.edu/student-involvement/clubs/sorf-student-organization-resource-fund> to read more about funding policies, requests, applications, deadlines and appeals processes related to the funding board.

Club Allocation Recapture & Rollover Policy

Recapturing Funds

Each year, in an effort to ensure greater financial discipline, the Student Government Association reviews each club budget at the close of the fiscal year (June 30) to determine if the club has any remaining SGA funds to be recaptured. Club recapture is only considered when a club has failed to spend more than the original amount allocated by SGA. *Any funds that have been generated through donations, fundraisers, or collection of dues are not considered in this process and are not eligible for recapture by SGA.* The exact determination for recapturing any excess allocation, involves the following equation:

$$\begin{array}{r} \text{Total Allocation from SGA} \\ - \text{Total Club Expenditures} \\ \hline \text{Total Amount Recaptured} \end{array}$$

In the event that the 'Total Amount Recaptured' is a negative number, no recapture will occur. The Student Government Association has designed this policy to ensure that clubs/organizations maintain all funding which they have internally generated through fundraising or other sources. SGA recaptures only the unspent SGA Allocation of each club/organization.

Rollover Funds

Rollover is an amount of funds that is remaining in a club fund after SGA has recaptured any remaining SGA funds. Rollover is created when a club fundraises any monies that are not spent throughout the year. The money is called rollover because it rolls directly from one fiscal year into the next. If a club spends their entire SGA allocation, any remaining funds that are spent will reduce the amount of rollover that a club receives.

Mock Example of Recapture & Rollover

The Chemistry Club was allocated \$2,000 from SGA last year. Throughout the year, the club generated \$500 in fundraising and donations. Throughout the year, the club spent \$1900 from their budget.

$$\begin{array}{r} \$2000.00 \text{ (total allocation from SGA)} \\ - \$1900.00 \text{ (total club expenditures)} \\ \hline \$100.00 \text{ (recaptured by SGA)} \end{array}$$

In this example, the club would then rollover \$500 to the next fiscal year because these funds were generated by the club and were not a part of the original SGA allocation.

Mid Year & Year End Reports

All clubs, University Affiliated Organizations, and Subordinate Bodies are required to complete a Mid Year Report (in December) and a Year End Report (in April) to be filed electronically through OrgSync with the Office of Student Involvement. These reports are built to capture information from student organizations related to their operations, progress on goals for the year, learning outcomes for club leaders, and feedback for the Office of Student Involvement. The report includes several Excel templates to be completed and uploaded.

Student Domestic Travel Policy

The Office of Student Involvement manages domestic trip and travel requests. Xavier University recognized student organizations are required to register any domestic travel to an event or activity that occurs beyond 20 miles from campus, includes an overnight stay, or is reasonably seen as a high risk activity by completing a Student Domestic Travel Itinerary at least 10 working days in advance. Organizations submitting an Itinerary should be prepared to provide the following:

- Departure times and locations for each leg of the trip starting with the departure from campus and ending with the return to campus.
- Airline and flight schedule and/or any other modes of transportation
- Each place of lodging, phone number, address and duration of stay
- List of all trip participants, including names, local addresses, phone numbers and emergency contacts
- Name and phone number for the responsible University employee(s) or chaperones who will be available to the students at all times during the travel and activity

The need for a chaperone will be determined for each trip based upon a review of the risk associated with that experience, using the Student Domestic Travel Risk Matrix. Some factors used to determine the need for a chaperone in the Matrix include distance from campus, duration of travel, number of participants, purpose of travel, type of activity taking place.

In most cases, any overnight trips and any day trips with high risk activities will require a chaperone that in most cases will be a full time employee of Xavier University.

Funding will not be authorized until a copy of the completed Student Domestic Travel Itinerary is given to the Associate Provost for Student Affairs or designee. Requests for Checks / Cash and Purchase Orders will not be processed without this.

University Waiver Forms

Xavier University requires all student clubs and organizations that are traveling, hosting, or participating in activities with unusual risk to complete appropriate waiver forms. Visit <http://www.xavier.edu/insurance/> to locate the forms and complete instructions.

Exemptions

On rare occasions, an exemption can be granted to an organization for portions of this policy. Exemptions must be submitted in writing at least 10 working days prior to departure. Exemptions should be sent to the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Chaperone Expectations

The chaperone should play a critical role in advising the above organization throughout the trip. A chaperone is more than a watchful representative of the university, but an asset to the organization's trip who serves as a guide to mentor the student members. The role of the chaperone is to educate and coach students on making good choices while traveling which subsequently can reduce risk to the university and liability to students and chaperones.

The following are a list of expectations for chaperones participating in a Xavier student trip:

- Complete training as a Clery Campus Security Authority (CSA).
- Arrange to travel with the group from point of origin to final destination and to stay with the group for overnight trips for the entire travel period.
- Abide by all applicable University policies and procedures and enforce these policies with students. Note: Students are not permitted to drink alcohol while traveling on a student organization trip. For more information, visit the Alcohol & Other Drugs Policy.
- Assist students with logistical planning to reduce risk and enforce safety precautions.
- Provide supervision and monitor student behavior on the trip.
- Act as a resource for alternative ideas or solutions in any travel-related issues or concerns.
- Understand that a chaperone should not share accommodations alone with a student. In any instance where the chaperone is being asked to share an accommodation alone with a student, it is their right to insist on separate accommodations.

Event Policies for Student Organizations

Event Planning Security Guidelines

Events With Less Than 200 Attendees

	NO Alcohol Served	Alcohol Served
On Campus	No Xavier Police Officers are required unless there are people invited who are not members of the Xavier community. In those instances, one (1) Xavier Officer or contract security personnel will be required. Advisors	Two (2) Xavier Police Officers are required – if there are people invited who are not members of the Xavier community, one (1) additional Xavier Police Officer or contract security personnel will be required. Advisors

	are expected to be present throughout the event.	are expected to be present throughout the event.
Off Campus	No Police Officers are required unless there are people invited to attend who are not members of the Xavier community. In those instances, two (2) Police Officers or contract security personnel will be required. Advisors are expected to be present throughout the event.	Three (3) Police Officers are required – if there are people invited who are not members of the Xavier community, one (1) additional Police Officers or contract security personnel will be required. Advisors are expected to be present throughout the event.

Events With More Than 200 Attendees

	NO Alcohol Served	Alcohol Served
On Campus	Two (2) Xavier Police Officers are required – if there are people invited who are not members of the Xavier community, one (1) additional Xavier Police Officer or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every additional 200 people in attendance. Advisors are expected to be present throughout the event.	Two (2) Xavier Police Officers are required – if there are people invited who are not members of the Xavier community, one (1) additional Xavier Police Officer or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every additional 200 people in attendance. Advisors are expected to be present throughout the event.
Off Campus	Three (3) Police Officers are required – if there are people invited who are not members of the Xavier community, two (2) additional Police Officers or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every 200 people in attendance. Advisors are expected to be present throughout the event.	Four (4) Police Officers are required – if there are people invited who are not members of the Xavier community, two (2) additional Police Officers or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every 100 people in attendance. Advisors are expected to be present throughout the event.

The University reserves the right to increase security at an event (at the expense of the University department/organization) when deemed appropriate and/or necessary, especially when an event is open to non-Xavier-affiliated attendees. Such events include, but are not limited to, the following:

- **Political events**
- **Potentially polarizing events**
- **Controversial speakers**
- **Concerts and dances**

It is at the sole discretion of the Associate Provost for Student Affairs (or designee) to determine, in consultation with Xavier Police, if off-campus events held at establishments that provide a reasonable means to assure compliance with state law (ID check) and security must contract local Police or contract security personnel for those events. If an organization/department requests additional event security for any reason, the request will be honored and supported.

Hosting Events with Alcohol
Student Events

The Xavier University Alcohol and Other Drugs Policy covers authorization for alcohol at any events that are sponsored by Xavier University, both on and off-campus, either with University dollars or through the use of the Xavier University name.

Request Procedure

Request forms to host events with alcohol can be found on OrgSync. The decision to serve alcohol at a student event is at the sole discretion of the Associate Provost for Student Affairs (or designee). Confirmations will be emailed following verification that the event is approved.

Purpose of the Event

The consumption of alcoholic beverages may not be the focal point of any social gathering; the event must have other primary entertainment or educational functions.

Event Attendees

The majority of the anticipated attendees must be over the age of 21.

Advisor Responsibilities

The organization's registered advisor must be present for the duration of the event. The organization's designated advisor is responsible for ensuring that the organization and event attendees fully comply with this policy.

Security

Security is required. See the Event Security Planning Guide for details (page 14).

Event Timing

Events must take place between 12:00 p.m. and 1:00 a.m.

Food and Non-Alcoholic Beverage

Non-alcoholic beverages must be available free of charge. Some variety of free food must be available to limit the effects of over-consumption.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Student Lobbying, Political and Campaign Activities Policy

Xavier students and recognized student organizations have the opportunity to participate in certain kinds of lobbying or political campaign-related activities. Prior to participating in any such activities, students and/or recognized student organizations should contact the Office of Student Involvement to ensure their planned activities fall within these and other University policies and guidelines. Contact the Senior Director of Student Affairs (xuinvolvement@xavier.edu), who will consult with the Director of Government Relations, regarding student political activities. Students are encouraged to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of Xavier University.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

University Protocol for Campus Public Speakers and Events

Student Organizations are permitted to host public speakers but are expected to follow notification procedures as outlined in the full policy. The speakers hosted or events held on campus present their own points of view and do not necessarily represent Xavier University. Illegally harassing speech or anything regarded as in violation of the law will not be tolerated or permitted.

Process

The notification process should start by submitting the Campus Public Speakers & Events Notification Form in OrgSync at least one month in advance with the following information:

- Name of speaker or entertainer or title of event
- Date, Time, Location (*Early submissions are encouraged.*)
- Description of the purpose of the program, presentation or demonstration
- Campus sponsors
- Off-campus sponsors (if applicable)
- Campus contacts

The appropriate advisor or administrator will notify the divisional vice president, the Provost, and the Office of University Communications for the following purposes:

- Publicity/public announcement
 - Potential impact on the surrounding neighborhood, i.e. traffic, noise
 - Safety and security
- Ability to proactively prepare for controversy that may accompany the event

Potential for Controversy

The potential for controversy is never in itself an acceptable reason to deny a speaker or event. The Provost may inform appropriate university constituencies of their opportunities for a response. If an event is expected to attract or does attract negative attention, the Provost will work with the Director for Strategic Communications, and others as deemed necessary, to draft an appropriate response that will 1) educate the public concerning the nature and mission of the university and 2) emphasize that hosting a speaker or event does not mean that the speaker or event in question represents the university or its official commitments. The Provost, after consultation with the director for external relations and with representatives from the sponsoring organization and the faculty, will designate a spokesperson on behalf of the University.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Gambling Events

No student or student organization shall engage in any form of gambling. Students and student organizations should consult with Associate Provost for Student Affairs, or designee prior to organizing or conducting fundraisers or other events that may simulate gambling (including but not limited to raffles, bingo, casino nights). Any student or organization found to have engaged in prohibited or illegal gambling activities may be subject to the Student Conduct Process from Xavier and/or legal action under state or federal law.

Fundraising Policy

The Office of Student Involvement manages requests from organizations to host fundraisers. Requests can be made on OrgSync and approval confirmations will be emailed following verification of the request.

Types of Fundraisers

Fundraisers include sales or collection of funds of any kind including food or beverage, giveaway drawings, tickets, apparel, dues, discount cards and other products.

Apparel or product sales: If your fundraiser includes the sale or distribution of apparel or promotional products, you must attach copies of the final artwork design with your Fundraising Permit Form. This includes the sale of apparel and products to members within your organization.

Donation boxes: If your fundraiser includes collection boxes for donated items, we recommend completion of the Fundraising Permit Form. Donation boxes should include the sponsoring organization's name, dates of collection, and the place where items will be donated.

Letter writing campaigns: If your fundraiser includes a letter writing campaign to request support from individuals, businesses, or external organizations, you must submit a copy of your request letter plus a list of your intended campaign contacts with your Fundraising Permit Form.

Charitable collections: If your fundraiser is raising funds that will ultimately be donated to a charitable organization, all monies should be deposited into your Xavier fund. You can then issue a check from Xavier to the charity. Please do not issue cash or donated dollars directly to a charity – the institution wants to track deposits and payments made for auditing and verification purposes.

Reservation Procedure

The Office of Student Involvement manages the approval process for student organization fundraisers. Student organizations must have official University recognition and be in good standing. The fundraiser must have the approval of the student organization advisor. Approval confirmations will be emailed following verification by the Office of Student Involvement.

Brand

Promotional materials and apparel or product sales must be in compliance with the University brand standards. For questions about brand standards, refer to [Our Brand Story](#). To submit an apparel or promotional item for review, please use the Promotional Material and Apparel Approval Form in OrgSync or contact the Office of Student Involvement at (513) 745-3004.

Political Activity

Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of Xavier University or on Xavier's campus, and University resources may not be used in soliciting such funds.

Promotions and Products

Fundraisers and affiliated promotional materials or products must be free of the following:

- Harassment or discrimination, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, gender identity and expression, disability or marital status;
- Pornography, profanity, violence, or vulgar and sexually suggestive language or images; and
- References to alcohol or other illegal substances.

Solicitation

Door-to-door solicitation is strictly prohibited. This includes the distribution of any materials, handbills, flyers or literature.

Violations of Policy

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Student Organization Financial Forms Authorized Signature Policy

In an effort to manage spending within student organizations and to ensure ethical use of student activity fee funds, the Office of Student Involvement and the Controller's Office require that all student organization fund transfers and expenditures be routed through the Office of Student Involvement staff for final signature and processing. This policy includes the following forms: Check Requests, Interdepartmental Transfers, Purchase Requisitions, Independent Contractor Forms, Student Cash Advance, and Student Cash Reimbursement.

Students are required to have their advisor sign any financial form before receiving an approval signature from a Budget Administrator. Advisors should have knowledge of the funds that student organization members are accessing on the organization's behalf and should give approval for such spending.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Final Day for Campus Programming

Campus programming ends at midnight the Friday prior to the week of final examinations. Exemptions may be granted for programs planned and implemented by university staff and faculty to support students' academic success.

Violations of Policy

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Conduct proceedings in accordance with an individual/group's University classification

- Referral to other campus offices as deemed appropriate

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Working with Contracts and Riders

Performer & Vendor Contracts

The most important thing to know is that Xavier students cannot sign any agreement or contract on behalf of their organization or the university. All contracts and agreements must be signed by University faculty/staff employees. To contract a non-student performer, the two preferred methods are using a Xavier Independent Contractor Form or a Xavier Performance Agreement. These documents include language to protect the university's legal interests and also to protect the organization and campus from liability. Please note, your advisor may not be authorized to sign the agreement on the organization's behalf and may require signature from Student Involvement, a division head or the Purchasing Office. For assistance with contracting performers and vendors, please contact the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu.

Performer Riders

When working with a performer, in particular bands and musicians, a rider or technical rider may be incorporated into the agreement at the performer's request. A rider is a document that literally rides along with the agreement specifying additional technical needs (audio, visual, stage) or hospitality requests (stocking food, water in a dressing room) in addition to transportation, travel and hotel requests from the artist. For assistance with performer riders, please contact the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu. Please note, some items requested by a performer will not be approved, such as alcohol, modification to facilities, etc.

Motion Picture Copyright Information

What do I need to know about Motion Picture Copyright on a college campus?

First off, it is very easy to violate copyright laws and unfortunately it often happens on college campuses. Every time a group of students rent a movie from a company (Redbox, etc.), buy a movie at the store, or stream a motion picture online (YouTube, Netflix, etc.) to an audience beyond those that live in the same household/apartment/suite, you may be violating copyright laws.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials may be shown, publicly. Renting or purchasing a film does not carry the rights to show the film outside of your own home – thus the FBI warning at the beginning of every motion picture.

The law offers an "Education Exemption," but essentially this only applies to a course instructor who is using the film as material assisting with the course content and within the confines of the classroom where only the enrolled students are participants. Below is a brief explanation of how the Education Exemption works. If you do not meet all of these criteria, you are in violation of copyright law.

Educators are only exempted from purchasing licensing for a feature film if the movie meets all of the following criteria:

1. **The film is an "integral part of a class session" and is of "material assistance to the teaching content."**
2. **The film screening is supervised by a teacher in a classroom.**
3. **The film screening is attended only by students enrolled in a registered class of an accredited nonprofit educational institution.**
4. **The film must be lawfully made using a movie that has been legally produced and obtained through rental or purchase (ie. No streaming from YouTube, internet sites or bootleg copies).**

What happens when I violate copyright?

Any of these groups who screen a film on campus may be contacted by university agents, such as the Office of Student Involvement, and asked to provide proof of licensing for an upcoming film screening. Failure to provide proof of legal licensing may result in a request to license the film through a college film licensing agency; failure to do so may result in the cancellation of the event. Repeated offenses

and failure to comply may result in further actions, such as referral for individual students or student organizations to the university conduct process. Any offices or departments found in violation of copyright will be contacted directly to discuss the violation and the policy. Repeated offenses and failure to comply will result in notification sent to their respective department or college.

Organizations, departments and offices who are in violation of copyright and discovered through a copyright audit by a licensing agency or by the MPAA are subject to fines or litigation and the venue may be restricted from licensing films in the future.

The goal with enforcing copyright law, aside from abiding by a federal law, is to inform and educate the campus about the policies and rules surrounding motion picture copyright infringement.

Frequently Used College Licensing Agencies:

- Swank Motion Pictures www.swank.com/college 1-800-876-5577
Xavier's Campus Agent: Gabbi McMahon (gmacmahon@swankmp.com)
- Criterion Pictures USA <http://www.criterionpicusa.com/> 1-800-890-9494
Xavier's Campus Agent: Brian Block (brian@criterionpicusa.com)
- New Yorker Films <http://www.newyorkerfilms.com/> 1-212-645-4600
nontheatrical@newyorkerfilms.com

Appendix

Student Organization Privileges and Responsibilities

Student Organization Privileges*

- Access to an [OrgSync](#) Portal
- Inclusion in the official [List of Clubs & Organizations](#) directory, as registered in [OrgSync](#)
- Access to a Xavier Email Account for your organization
- Access to a University-assigned fund (budget)
- Eligible to request an annual budget allocation from Student Government Association
- Eligible for [Student Organization Resource Fund**](#)
- Eligible to request storage space in the [Student Organization Storage Room](#)
- Mailbox in the [Student Organization Resource Room](#)
- Access to the [Student Organization Resource Room](#) resources and check-out equipment
- Eligible to reserve space on campus
- Eligible to hold outdoor events and [reserve outdoor space](#)
- Eligible to [fundraise](#)
- Eligible to participate in [Club Day](#) and [Winter Club Day](#)
- Ability to submit events to the campus digital signage
- Ability to submit events to the [University Calendar](#)
- Access to [Resource Staff](#) for student organization assistance, advising and resourcing

*These privileges do not apply to Student Working Groups and Limited Affiliation Groups. Limited Affiliation Groups are only eligible to reserve space on campus (including outdoors) and have access to promote events with the digital signage. Student Working Groups have access to privileges and resources provided by their respective department or office.

**Subordinate Bodies and University Affiliated Organizations are not eligible to apply for funding from the Student Organization Resource Fund (SORF).

Student Organization Responsibilities

As a student organization affiliated with Xavier University, your actions, events and standards of operating should best reflect the mission of the university, the mission of your organization, and the values and traditions of a Jesuit institution. In addition to this, a student organization should also accept the following responsibilities, including:

- Maintaining registration throughout the year by keeping organization officer information updated and current in OrgSync and by completing an annual registration/reactivation for the organization with the Office of Student Involvement/Student Government Association
- Following and complying with the policies and procedures outlined in the [Student Handbook](#)
- Observing all laws, regulations and policies governing the various activities of the group
- Presidents & Treasurers attending the annual Student Organization Academy***

- Receiving approval from the Office of Student Involvement for
 - Fundraising activities, including the design of any printed or sold merchandise as well as the collection of donated materials
 - Student domestic travel off-campus, such as to conferences or service trips
 - Posting signs/flags outdoors on campus
 - Reserving outdoor event spaces
 - Reserving space in the Fenwick Place Atrium (the lobby outside Hoff Dining)
 - Providing alcohol at a student event
- Utilizing appropriate risk release (Assumption of Risk) paperwork when the organization is participating in a higher risk activities, extended distances of travel or extended lengths of time away from campus (www.xavier.edu/insurance for more information)
- Maintaining an active advisor for the organization and an active relationship with the advisor
- Submitting completed and on time Mid-Year and Year End Reports to the Office of Student Involvement***
- Participating in student organization training opportunities provided by the Office of Student Involvement
- Fulfilling an obligation to maximize the use of funding allocated from the Student Activity Fee to best benefit the student body***
- Checking the organization's mailbox on a weekly basis***
- Observing the end of programming deadlines each semester on the Friday night at midnight preceding a Finals Week, where no events or activities can take place until Finals Week has concluded

***Student Working Groups and Limited Affiliation Groups are not necessarily responsible for these points, however, both are encouraged to attend trainings and opportunities to develop their leadership and their understanding of policies and practices from the university.

Starting a Club

Club Activation Window

Potential new clubs are eligible to apply for activation only within the Club Activation Window each fall. This 6-week window opens on Labor Day each year. The purpose of the Club Activation Window is to encourage students to plan ahead with developing ideas for new organizations and to also spend time fully developing their ideas before proposing the organization for recognition. Outside of this window, potential new clubs are able to express their interest in forming but are not eligible to begin the process. Some groups may choose to temporarily apply for Limited Affiliation Group status in order to begin meeting, organizing and hosting events on campus until the activation window is open again. All groups attempting to form as a new club or subordinate body will work with the SGA Student Organizations Committee (SOC) to go through the activation (formation) process. Each spring, the focus of the SOC turns from Club Activation to Club Allocations, which is why the club activation window is only open in the fall semester.

Getting Started

Step One: Evaluate Existing Clubs

Before beginning the process, one of the first things that should be considered is whether or not the idea for a new club is significantly different from other clubs already existing at Xavier. The potential new club should begin by searching through the database of existing clubs on OrgSync, sorting by potential categories for the organization and searching for keywords in the database to compare existing groups to the potential new group.

Steps to Club Activation

Step Two: Submit an Initial Proposal

Students interested in forming a club should complete an [Initial Proposal Form](#) and submit it to Dustin Lewis, the Associate Director for Student Involvement. The form should include:

- Potential Club Name
- Contact information for new organization's president, vice president, treasurer and advisor (faculty/staff member) including email addresses and Banner ID numbers for students
- Purpose of the group (mission statement) and a statement on how your group's mission supports the Jesuit mission of Xavier University
- Statement indicating how this group would be unique and/or different from other similar, existing organizations or opportunities on campus (this statement should clearly demonstrate what needs this new organization would meet that are not currently being met by existing organizations, programs or university services)
- General membership description and/or criteria for membership as well as steps needed to join the organization
- If the organization is affiliated with a national organization, there must be proof provided that the national organization is permitting a local affiliated colony or chapter to form at Xavier
- Signed Advisor Agreement Form

After an initial review, the Associate Director will forward the proposal along with any comments or suggestions to the SOC for discussion.

Step Three: Respond to Follow-Up Questions from the SOC

Using the Initial Proposal Checklist, the SOC will evaluate the organization's proposal along with comments or suggestions from the Associate Director for Student Involvement. The SOC will then communicate with the organization any additional questions or concerns related to the organization's proposal. When questions are posed, potential clubs are asked to respond promptly to allow the SOC to finalize their decision. If the potential new club fits with the university mission and provides a substantially different level of programming or opportunities to the student body, the SOC will begin working with the organization to craft a Constitution or By-Laws to govern the organization.

If the SOC does not endorse the potential club, it will contact the group with an explanation as to why it does not meet SGA's requirements. The SOC may recommend a similar club to work with or give tips on redeveloping the proposal for the potential club to better meet SGA's requirements. The potential club may request to meet with the SOC to receive further explanation and details about why the group does not meet the requirements of a new club.

Step Four: Write a Constitution for the Club

The SOC will ask the potential new club to initiate writing a constitution or by-laws for the organization. Groups are encouraged not to begin working on this document until the SOC has approved the group to move to step four. A template of a constitution for a student organization can be found [here](#).

Constitutions should be submitted to the chair of the Student Organizations Committee. Constitutions should include the following components:

- Official name of the proposed club
- Date of document creation and any revision dates for the document
- Mission Statement
- Explanation of Membership Requirements as well as expectations for members. Only student members of the Xavier University community are eligible to participate. Officers must be currently enrolled XU students. There must be a minimum of 10 members at any given time to maintain club status.
- Officer roles and associated duties/responsibilities
- Decision-making or voting procedures for the group
- Meetings (including types of meetings [committees, Exec board], frequency of meetings, who runs the meetings and requirements for attending the meetings)
- Finances (how funds are collected, maintained and disbursed)
- Amendments (process to amend or change the rules/constitution for the group)

- Faculty/Staff Advisor (process for selecting or replacing, expectations for relationship between club and advisor)

Step Five: Begin Conditional Status

Once the first four steps have been satisfactorily met, the organization can be granted Conditional status by a majority vote of the SGA Student Organizations Committee. When an organization has reached conditional status, the group is eligible for some of the rights and privileges granted to a student organization. Student Organizations must serve on a conditional status for 9 weeks from the time they have been approved by the SOC. This time period is to allow the organization to focus on recruiting members, developing their goals and to create a plan of action for how the organization will remain active and successful for future classes. Due to the number of organizations that are established and quickly dissolve, this 9-week time period is to ensure that there is a committed group of students that will successfully push the organization to meet its goals.

With a conditional status, the group is eligible for the following:

- Access to the Student Organization Resource Room resources and check-out equipment
- Eligible to reserve space on campus (for meetings, events, recruitment activities/interest meetings)
- Eligible to hold outdoor events and reserve outdoor space
- Ability to submit events to the campus digital signage
- Ability to submit events to the University Calendar
- Access to Resource Staff for student organization assistance, advising and resourcing

Under conditional status, the group is NOT eligible for the following:

- Access to an OrgSync Portal
- Inclusion in the official List of Clubs & Organizations directory, as registered in OrgSync
- Access to a Xavier Email Account for your organization
- Access to a University-assigned Fund
- Requesting an annual allocation from Student Government Association
- Applying for SORF (Student Organization Resource Fund) Funding
- Requesting storage space in the Student Organization Storage Room
- Mailbox in the Student Organization Resource Room
- Access to the Student Organization Resource Room resources and check-out equipment
- Fundraising or any raising of funds and financial expenditures
- Participation in Club Day and Winter Club Day

Conditional status clubs are ineligible for conducting any business on behalf of Xavier and may not travel, host activities off campus, fundraise, or acquire a university fund or email address. The group will become eligible for all of these resources if they are approved for full club status.

Step Six: Complete Conditional Status

Throughout the conditional status, the Student Organizations Committee will check-in with the organization and also may attend a general meeting to ensure progress in developing the organization and recruiting membership. At the conclusion of the 9-week conditional status, the SOC can propose for the SGA to approve the organization for full club status. If during the conditional status period, the organization does not work to continue its development and to grow and expand the group, the SOC may establish a list of requirements for the organization to complete to be eligible for club status or may recommend that the conditional club be disbanded.

Because club recognition is granted by the SGA, student senators have the opportunity to review each proposed organization and pose questions or offer concerns related to the group through the SOC. Senators will receive the club's submitted documentation via email and will be expected to offer opinions and suggestions related to the conditional club. The purpose of this is to ensure that the Senate is making an informed decision in passing or approving any new clubs on campus. The SOC will gather questions and comments from the senators and meet with the conditional club's leadership to address these topics.

Step Seven: Receive Recognition from Student Government Association

If the club is found to have completed all of the conditional requirements within nine weeks of starting their conditional status and the group has been approved by the SGA for full club status, the proposal and additional documentation will be submitted to the Associate Provost for Student Affairs for final approval.

Once approved, the Club is eligible for all of the privileges and responsibilities of a student organization at Xavier.

Groups with Specific Registration Procedures

Club Sports

Club Sports are granted recognition through the Club Sports Council. Students interested in forming a club sport must complete the New Club Sport Application Form, found on the Recreational Sports website (<https://www.xavier.edu/clubsports/frequently-asked-questions>).

In order to be officially recognized as a Club Sport, the following criteria must be met:

- The organization's purpose and activity must be consistent with the philosophy and objectives of the Xavier Club Sports program.
- The organization must engage in a sporting activity.
- The organization must provide balance or add to the variety of sporting activity on campus.
- The number of students interested in participating in the proposed activity is either a minimum of ten (10), or the minimum number over ten needed to participate in the activity.
- Suitable facilities and equipment must be available such that the club can meet, practice, and hold competitions.
- The organization must not create a demand for resources (i.e. staffing, facilities or monetary) greater than that which can be met by the Sport Club Office.
- The organization must provide all required documentation to be considered.
- The Club Sports Council, through a majority vote, recommends recognition to the Associate Provost for Student Affairs

The process for a new club sport to receive recognition involves the following steps:

- 1) Complete the New Club Sport Application Form.
- 2) Gather your documentation
 - Write your club's constitution
 - Create a proposed budget
 - Create a risk management plan
 - Create a membership roster
- 3) Meet with the Assistant Director of Recreational Sports to submit the New Club Sport Application
- 4) Appear before the Club Sports Council for discussion
 - The Council considers the club's compliance to the listed criteria.
 - A final vote will be made by all members of the Club Sports Council whether or not to recommend recognition to the Associate Provost for Student Affairs.
- 5) Document Review and Club Approval
 - The Associate Provost for Student Affairs reviews the Club Sports Council recommendation and confirms/denies official recognition of proposed Club. If confirmed, the Associate Provost's office will send an official recognition letter to club outlining the club's rights and responsibilities.
- 6) Receiving Funding

Clubs must fulfill the "active member" requirements and complete and submit the appropriate documents required for registration before the Club can be considered for funding. This information can be found in the Club Sports Handbook. The appropriate forms and the Club Sports Handbook are available on the Club Sports Forms and Resources webpage.

Once this process is completed and the club is officially recognized, the club will be eligible to receive funding. A budget proposal must be submitted, and a meeting will be setup with representation from the club and the Club Sports Council, to discuss the proposal and answer any questions. A decision will then be made on the amount of funding the club shall receive.

If you have further questions, please contact the Club Sports Coordinator (David Wiley) at wileyd@xavier.edu.

University-Affiliated Organizations

Clubs with an interest in applying for recognition as a University-Affiliated Organization (UAO) must first complete the UAO Recognition Packet, found online at <https://www.xavier.edu/student-involvement/clubs/organization-classifications-club-categories>.

To be considered for UAO classification from the Student Government Association, the club must meet the following criteria:

1. A campus office or department agrees to provide an elevated level of support to the organization, including the specified responsibility of advising this club in the advisor's job description or duties.
2. The organization receives at least \$10,000 in annual funding from the SGA for their initial budget.
3. The operations of the organization are unique and critical to the mission of a University department or the needs of the student body, as deemed by the Senate, that if they were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community.

For more information about this process is available in the UAO Recognition Packet (link provided above).

Limited Affiliation Groups & Student Working Groups

The Office of Student Involvement requires Limited Affiliation Groups and Student Working Groups to formally register each year for the purpose of identification and to provide interested students with a complete list of involvement opportunities. This registration can be found in OrgSync or www.xavier.edu/clubs.

Loss of Privileges and Recognition

The Office of Student Involvement has the authority to intervene with student organizations in order to promote or limit their operations as necessary. This intervention may include a loss of the aforementioned Student Organization Privileges and/or recognition at Xavier University. Relevant interventions include, but are not limited to, mandated trainings, revocation of reserved spaces, suspension of activities and/or operations, cancellation of programming, probationary periods for the organization or revoking of recognition. Additionally, the Student Government Association has the ability to revoke an organization's charter (recognition) as recommended by the Student Organizations Committee to the Senate, as noted in the Student Government Association Constitution (Article 5, Section 5).

The decision to intervene with a student organization is at the discretion of the Office of Student Involvement, and may be the result of violation of university policies, failure to re-register/re-activate the organization within the specified window of time, failure to adhere to any of the aforementioned Student Organization Responsibilities. Should the need to intervene with a student organization arise, Student Involvement staff will meet with the student organization's leaders to inform them of the decision and will help the students to navigate the impact and educational outcomes of any such decisions.

Annual Club Reactivation

Once a club has been approved and recognized by the Student Government Association, they are considered activated. Clubs are required to maintain an active membership of at least 10 members, hold meetings on a consistent basis, produce activities and events that are complementary to their mission statement, and comply with policies and procedures from the Office of Student Involvement.

Throughout the academic year, there are various steps that are required to maintain the activation, culminating in a process each spring to formally reactivate the club for the next academic year. This includes the following:

1. Complete a Mid-Year Report at the end of the fall semester
2. Update your club's OrgSync profile with newly elected officers and advisor(s)
3. Complete an Advisor Agreement Form each spring and when a new advisor joins the group
4. Complete a Year End Report at the end of the spring semester
5. *Submit a Budget Allocation Request for funding from SGA (optional)

OrgSync Club Profile Updates

Throughout the year, if your primary club officers (President, Vice President or Treasurer) or your advisor changes, you should update your club's OrgSync profile with the new information to reflect the most up-to-date contacts.

In the spring, every club will be contacted to formally reactivate for the next academic year and will be asked to review your club's OrgSync profile and make any edits or updates to the group before the reactivation deadline. Administrators within your OrgSync group can make these updates by logging into the group's profile and clicking the "Settings" tab on top right bar.

If you are a new officer for your club but do not have access as an Administrator for your group's OrgSync profile, please contact the Office of Student Involvement to give you access.

Baseline Program for Clubs – *new in 2019*

The following describes a new program rolling out for fall 2019 called Baseline. Student organizations are vital to campus life, culture and the overall experience that most students have while at Xavier. When clubs and organizations are active and thriving, the campus is vibrant with energy, activities and opportunities for students to engage with one another, creating both a sense of community and belonging. When clubs and organizations are inactive, students have a sense of there not being much to do here and that the campus community does not have enough opportunities. The purpose of this program is to set a minimum level of expectations (or baselines) by which student organizations should meet and exceed in order to remain active and funded at Xavier.

Participating Organizations

Clubs will be required to participate in the Baseline program. This does not apply to Subordinate Bodies, University-Affiliated Organizations, Student Working Groups, Limited Affiliation Groups or Club Sports.

Baseline Objectives

The following are a list of objectives for the Baseline program:

- Increase the amount of times that a club meets over the course of each semester
- Increase the amount of interaction that a club has with their faculty/staff advisor
- Increase the amount of both membership recruitment and retention that a club has throughout the year
- Increase the amount of programming and events that a club provides to the larger university community
- Increase the amount of service engagement that a club has with the larger community
- Increase the overall usage of the Student Activity Fee along with SORF and fundraising efforts
- Increase the amount of ongoing communication that a club has with the Office of Student Involvement, Gallagher Student Center and Commuter Services

Baseline Minimum Standards

Meeting Requirements: Clubs will be required to hold at least one meeting per month. This meeting should be promoted and advertised to the entire roster for the club. This should be a general membership meeting, not an officer meeting. The agenda for the meeting should be set by officers and sent, in advance, to the members of the group. The nature of the meeting should be focused on club business such as upcoming events/rehearsals, officer elections, discussion of opportunities to collaborate with other groups, etc. Based on the academic calendar, the club should meet at least 3 times in the fall (September, October, and November) and 4 times in the spring (January, February, March, and April). The club will be required to document meeting minutes (some details of the meeting business) and submit the

agenda/minutes each month via OrgSync to Student Involvement for verification of this requirement.

Faculty/Staff Engagement: Club officers and/or general members should meet with faculty/staff advisors at least once per month. This meeting should be scheduled in advance with the advisor and can either be the officers meeting with the advisor or the advisor attending and participating in a general membership meeting – either will satisfy the requirement. Based on the academic calendar, these meetings should occur at least 7 times throughout the academic year (September, October, November, January, February, March, and April). The club will be required to document advisor meetings and submit the agenda/minutes each month via OrgSync to Student Involvement for verification of this requirement.

Membership Recruitment & Retention: Clubs will be required to create a recruitment and retention plan for the fall and spring semester, detailing the steps the group is taking to both recruit new and retain new and existing members within the organization. The template for this plan will be available online and should be uploaded via OrgSync to Student Involvement for verification of this requirement.

Programs & Events: Clubs will be required to hold at least 2 events per semester, outside of a regular club meeting. These events can include fundraisers or trips that have been approved via the Fundraising Permit Form or Student Domestic Travel Form. They can also involve events taking place on campus that are exclusively for the members of the group or open to the broader campus community. For example, Spanish Club could host a movie night for its members or could host a cultural celebration open to members as well as anyone on campus. But, for example, inviting a guest speaker to a club meeting does not satisfy this requirement. These events can be promoted and advertised through a variety of methods (email announcements, group chats, social media, printed flyers, professor announcements in class, etc.) The club will be required to report on these events during Mid Year and Year End Reporting to Student Involvement for verification of this requirement.

Service Engagement: Being integral to who we are as a Jesuit Catholic institution, Clubs will be required to participate in one service activity per year, as a club. This requirement can be satisfied if the group identifies their own site where service can be contributed or it can met by the membership of the club volunteering to participate in an already existing service opportunity (such as Community Action Day). The club should show effort to encourage their members to participate and should set a goal for 80% of the entire membership to engage in service. For this first year, service can also include a philanthropic fundraising event where the club hosts a fundraising activity to generate funds for a charitable organization beyond Xavier. The club will be required to report on these events during Mid Year and Year End Reporting to Student Involvement for verification of this requirement. Additional documentation from a service site may be needed for verification of this requirement.

Student Activity Fee Usage: Each year, clubs are evaluated by Student Government as to whether or not the organization has spent more than 85% of the funding allocated from SGA during the Club Budget Allocation process. Clubs will now be required to spend 85% or more of the funds allocated from SGA during the fiscal year toward club activities, events and approved travel. Groups are also encouraged to look to SORF or to fundraise as a way of bringing in additional funding to support programs and events. Any donations or dollars raised through fundraising are not evaluated as part of the 85% - that is solely based on what SGA has allocated for the club to spend during this fiscal year. This requirement is based on the activity fee being collected from current Xavier students with the intention that the current student body receive the benefits from their fee and not carry over money from year to year that goes unspent.

Baseline Compliance

Clubs will be evaluated at the end of each semester as outlined above. If a club does not meet a Baseline Minimum Standard, the club will be notified and will have their charter listed in a probationary status. The club will have until the end of the following semester to meet all

requirements in order to return to a normal, active status. During probation, the club may be asked to meet with OSI-GSC-CS staff members to discuss their progress and to work toward meeting the minimums. The goal is to coach the group back into active status. However, if an organization does not meet the minimum requirements after two semesters, the organization will lose their club status and recognition from the university, forfeiting their ability to promote, reserve space, access to funding, email account, OrgSync page, etc.

Overview of Program

Baseline is not a punitive program. It is not intended to reduce the number of clubs or opportunities that exist for students. It is meant to enhance the offerings and the potential that all organizations have when it comes to engage students and creating dynamic, co-curricular experiences. Being a leader of a club is an obligation but also an opportunity. It allows a student to really affect and change another's experience while at Xavier. The program is meant to make everyone have a better experience by setting a number of really attainable, baseline expectations – ones that many organizations are already meeting and exceeding. Think of Baseline as an opportunity for Magis in action – doing more, while also doing better.

Appeals Process

Clubs reserve the right to file an appeal of a probationary or inactive status decision. To appeal these statuses, please contact the Office of Student Involvement at (513) 745-3004 or xuinvolvement@xavier.edu.

2019-2020 Advisor Checklist by Month

August

IMPORTANT DATES

19 - 27	WoW: Week of Welcome (campus-wide event)
19 - 23	In-Person Student Organization Workshops
28	Club Day (campus-wide event)

TO DO LIST / DEADLINES

- 14 New Advisors: Submit an Advisor Agreement Form (online at www.xavier.edu/clubs)
 - Only if you became responsible for an organization over the summer or are a new advisor.

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Check-in with your officers about their summers and progress on the club since May
 - Revisit expectations of the officers and the advisor (compare to Advisor Agreement Form)
 - Development a recruitment plan for new students at the start of the year; consider strategies for presenting your group at Club Day and giveaways
 - Encourage the club to schedule a first meeting to connect with returning members; they'll be resistant to plan anything before the fall begins but should
 - Support the development of a fall semester calendar for activities and publishing these activities in OrgSync on the Community Wide Calendar

September

IMPORTANT DATES

8/19 - 9/23	Fall Semester New Student Organization Activation Window
7	Student Organization Academy (required for Presidents and Treasurers)

TO DO LIST / DEADLINES

- 7 Every Club, UAO and Subordinate Body are required to have two officers attend an in-person Student Organization Workshop during the first week of classes as well as send their President and Treasurer to the Student Org Academy on 9/7.

REMINDERS

- Schedule to meet with your club president(s) and consider the following:
 - Set regular meeting time for the fall semester for advisor/officers
 - Develop the best methods of communication with advisor and advisor/officer meetings – Do you each prefer text, email or in-person communication?
 - Discuss how the advisor can support the club in recruiting new members
 - Work with the officers to set goals for this year, both personal and club-related
 - Discuss resources available on campus and consider discussing what they learned from the different student organization trainings – are there any new policies/procedures?

October

IMPORTANT DATES

18 - 20	Family Weekend (campus-wide event)
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TO DO LIST / DEADLINES

- Sponsorships are now open for FY and Sophomore students to attend the Emerging Leaders Retreat in November. Consider contacting Student Involvement if your club would be willing to sponsor any of your members with leadership potential to attend.

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Review the process for submitting Fundraising Permit Forms
 - Encourage the club to collaborate with another organization on an event
 - Encourage the club to apply for SORF, if needed, for an upcoming event/trip

November

IMPORTANT DATES

4	Winter Week of Welcome (WoW) event proposals form opens on OrgSync
4	Mid Year Report materials available and report submissions form opens on OrgSync
4	Winter Club Day Registration form opens on OrgSync
15-17	Emerging Leaders Retreat (FY and SO students)

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Discuss the components of the Mid Year Report and coach students on reporting data
 - Review the process for submitting Student Domestic Travel Forms
 - Work to identify need for chaperone using the Travel Risk Matrix
 - Review expectations – how is everyone doing? Are the officers meeting the advisor’s expectations and is the advisor meeting the officers’ expectations?

December

IMPORTANT DATES

6 Final Day for Campus Events and Programming for Fall Semester (midnight)

TO DO LIST / DEADLINES

- 2 Winter Week of Welcome event proposals deadline
- 6 Mid Year Report submission deadline
- 10 Student Leadership Assembly (All Honors Day) Nominations form opens on OrgSync

REMINDERS

- Submit nominations throughout December for the Student Leadership Assembly awards
- Schedule to meet with your club president(s) and consider discussing the following:
 - Check-in on goals progress – what did the club accomplish this fall?
 - Set regular meeting time for the spring semester for advisor/officers

January

IMPORTANT DATES

13-18 Winter Week of Welcome (WoW)
22 Winter Club Day

- Registration available November 4 – January 15

TO DO LIST / DEADLINES

- 15 Deadline for organizations to register for Winter Club Day
- 22 Deadline to submit nominations for the Student Leadership Assembly

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Develop recruitment strategy for spring semester – uninformed or transfer students looking to join?
 - Review finances with the club – is the organization spending funds?
 - Challenge officers to focus on coaching the next round of potential officers to step up and lead which often involves current officers taking a step back
 - Is the club applying for The Muskies awards

February

IMPORTANT DATES

3 Budget Request Deadline for University-Affiliated Organizations & Subordinate Bodies
3 SGA Club Budget Requests Available

TO DO LIST / DEADLINES

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Assist the organization with submitting their FY18 Budget Allocation Request
 - Begin discussing officer elections and officer transition

March

IMPORTANT DATES

9-13 Spring Break

TO DO LIST / DEADLINES

- 6 SGA Club Budget Allocation Request Deadline
Any clubs requesting more than \$2,000 must schedule an in-person hearing for their request

REMINDERS

- Schedule to meet with your club president(s) and consider discussing the following:
 - Review goals to ensure the club is on track for this year
 - Review personal goals with officers
 - Consider conducting a simple survey on advisor satisfaction to gain feedback from officers and members

April

IMPORTANT DATES

- 1 Fall WoW Event Proposals available
- 1 Club Reactivation, Year End Report and Advisor Agreement Form available
- 25 Student Leadership Assembly at All Honors Day (campus-wide event)

REMINDERS

- Mark your calendar to attend and support the organization at any end of year events
- Schedule to meet with your club president(s) and consider discussing the following:
 - Finalize officer transition and plan to meet with outgoing and incoming officers
 - Establish basic goals and planning for the summer with the new officer team

May

IMPORTANT DATES

- 1 Final Day for Campus Events and Programming for Spring Semester (midnight)
- 8-13 Senior Week: (5/12) Baccalaureate Mass, (5/13) Commencement

TO DO LIST / DEADLINES

- 1 Deadline to submit a new Advisor Agreement Form
- 1 Deadline for organizations to reactivate for Fall 2017
- 1 Week of Welcome (WoW) Event Proposals deadline
- 1 Check to make sure that all outstanding payments have been made prior to end of year

June

IMPORTANT DATES

- 30 Fiscal Year 2020 closes

TO DO LIST / DEADLINES

- 15 Various deadlines for the end of FY20 spending
 - Note there are various deadlines from the Controller to submit final Request for Checks, close Purchase Orders, and submit Interdepartmental Transfer Forms and Expense Reports

July

IMPORTANT DATES

- 15 Funds for Fiscal Year 2021 will post in club fund

TO DO LIST / DEADLINES

- 15 Check-in with club leaders via email about progress on the organization for the summer and schedule a meeting with officers during August