

ADVISOR RESOURCE GUIDE



CENTER FOR
STUDENT
INVOLVEMENT



Northeastern University
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The Crew
Scheduling

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WELCOME!

Welcome to the Advisor Guidebook. This was created to give student organization faculty/staff advisors the information and support they need to be successful in their role. Whether you are currently an advisor or are interested in becoming one, we hope that you find this Guidebook to be helpful and informative.

It is truly an honor to be selected as an organization advisor. It indicates the trust and respect students have in you as a university faculty or staff member. A strong advisor can have an impact in many ways, both on individual students and the entire organization. The position can be challenging at times, but is also tremendously rewarding and fun!

The Center for Student Involvement is committed to preparing advisors to best manage many situations that arise among student organizations. This guidebook provides important information that will help you be effective in your role as a student organization advisor, and contains answers to some of the most frequently asked questions and concerns.

If at any time you require further assistance, please do not hesitate to reach out to any member of the CSI team. Our website is also a fantastic resource, and can be found by visiting northeastern.edu/csi.

Warm regards,

The Center for Student Involvement

ROLE & PURPOSE

Every student organization at Northeastern University is required to have a full-time faculty/staff advisor. The advisor is someone separate from the Center for Student Involvement and their overall purpose is to support both the organization and its individual members.

An advisor is someone who is:

- Able to provide continuity and consistency as the organization grows and leadership changes.
- Able to help guide the organization in its efforts (i.e., event planning, goals, outreach, etc.).
- Committed to the organization's adherence to CSI and University policies and procedures.
- Willing to be a liaison to the greater Northeastern, Boston, and global community.
- An integral part of the organization.

Given the myriad of purposes, activities, and objectives of the student organizations on campus the advisor role is an ever-changing one. The role may change not only across organizations but also within them, especially as they grow and leadership changes. Some advisors choose to play more active roles in their organizations through attendance at meetings, development of officers, and assistance in program planning. Some advisors choose a more passive role and assist when the organization specifically reaches out.

Below are some of the different roles you may take on as an advisor.

- **Mentor:** aiding students in their personal and professional developments, this can mean anything from career advice to providing opportunities to strengthen their leadership skills.
- **Team Builder:** helping to create a more cohesive, inclusive, and efficient team within the organization. Help members to utilize each other's strengths and work styles.
- **Motivator:** help the organization re-energize by providing perspective of their role on campus and the impact they are making.
- **Mediator:** act as an impartial party to guide conversations centered on conflict within the group. You may also choose to proactively educate members on conflict management skills.
- **Reflective Agent:** encourage the students to reflect on their membership. Encourage them to think about how the skills they are learning now can be carried into their future.
- **Policy Interpreter:** educate yourself about the policies outlined in the Student Organization Resource Guide on the CSI website in order to best help your organization adhere to them.

Because each organization has different needs and expectations it is important to take the time to meet with the organization's executive board to determine what will constitute a successful relationship for both parties.

WHY BECOME AN ADVISOR?

Being an advisor to a student organization is a great experience that many current faculty and staff advisors find to be rewarding. Here are some of the benefits associated with being a student organization advisor.

Advisors will:

- Get to know students outside of their normal role at the university.
- Gain a new perspective of the university through the eyes of the student leaders.
- Make a positive impact on the students and the organization.
- Develop new skills that can provide professional development opportunities.
- Inspire and mentor the next generation of colleagues entering the workforce, for those whose organization they advise aligns with their field of work.
- Learn about something new and exciting, for those who advise an organization that does not necessarily align with their field of work.

WHO CAN BE AN ADVISOR?

Any full-time faculty/staff member at Northeastern University is eligible to become an advisor. If your employment status changes at any time while you are serving as an advisor please contact both your organization and CSI immediately.

We are always looking for full-time faculty/staff members who are interested in becoming an advisor. If you or any of your colleagues are interested, please email nucsi@northeastern.edu.

TIPS & TRICKS

Here at CSI we've compiled a list of tips and tricks over the years to help advisors be successful.

- Build a rapport with the students in the organization you advise. Building positive relationships with the members of the organization will allow you to be a more effective and influential advisor. A great way to start building this rapport is to attend various group meetings and functions.
- Model the behavior you would like to see repeated among your students. The students you work with may begin to see you as a role model and mentor. Use this to help model what professional behavior is.
- Find a balance. As an advisor you don't want to be under-involved or over-involved. You should be there to support your organization, but you shouldn't be doing the work for them.
- Strive for self-sufficiency, but be prepared to step in when necessary. This is especially important when dealing with internal conflict. Ideally we would like our students to be able to handle conflict on their own, but sometimes it is important for an advisor to step in as an impartial mediator.
- Allow the group to learn from its mistakes. Although it may be difficult to watch the student organization you advise struggle, it can be a powerful learning experience. Take the time to reflect with the group on the situation, making sure to frame the conversation towards what lessons can be learned and away from laying blame.
- Challenge and support your organization. Make sure the student leaders continue developing both themselves and their organization. This means pushing them to take risks, while also providing them with a supportive environment where they feel safe to do so.

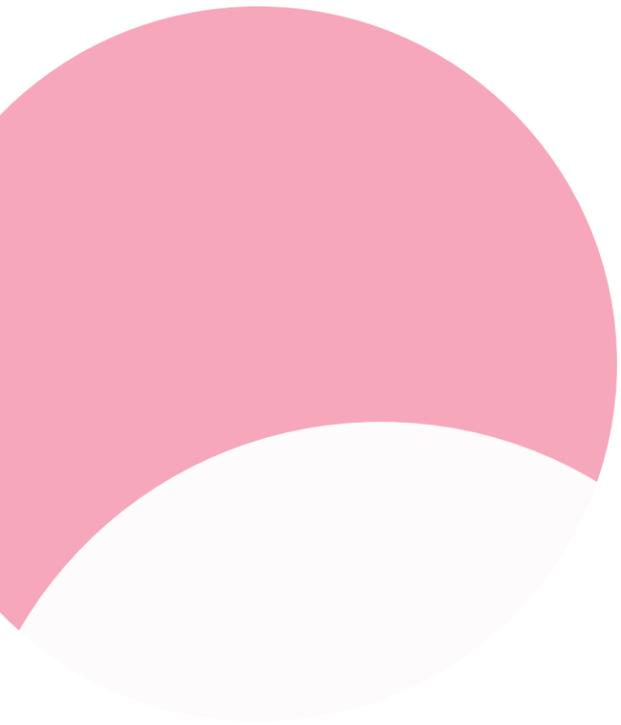
CENTER FOR STUDENT INVOLVEMENT

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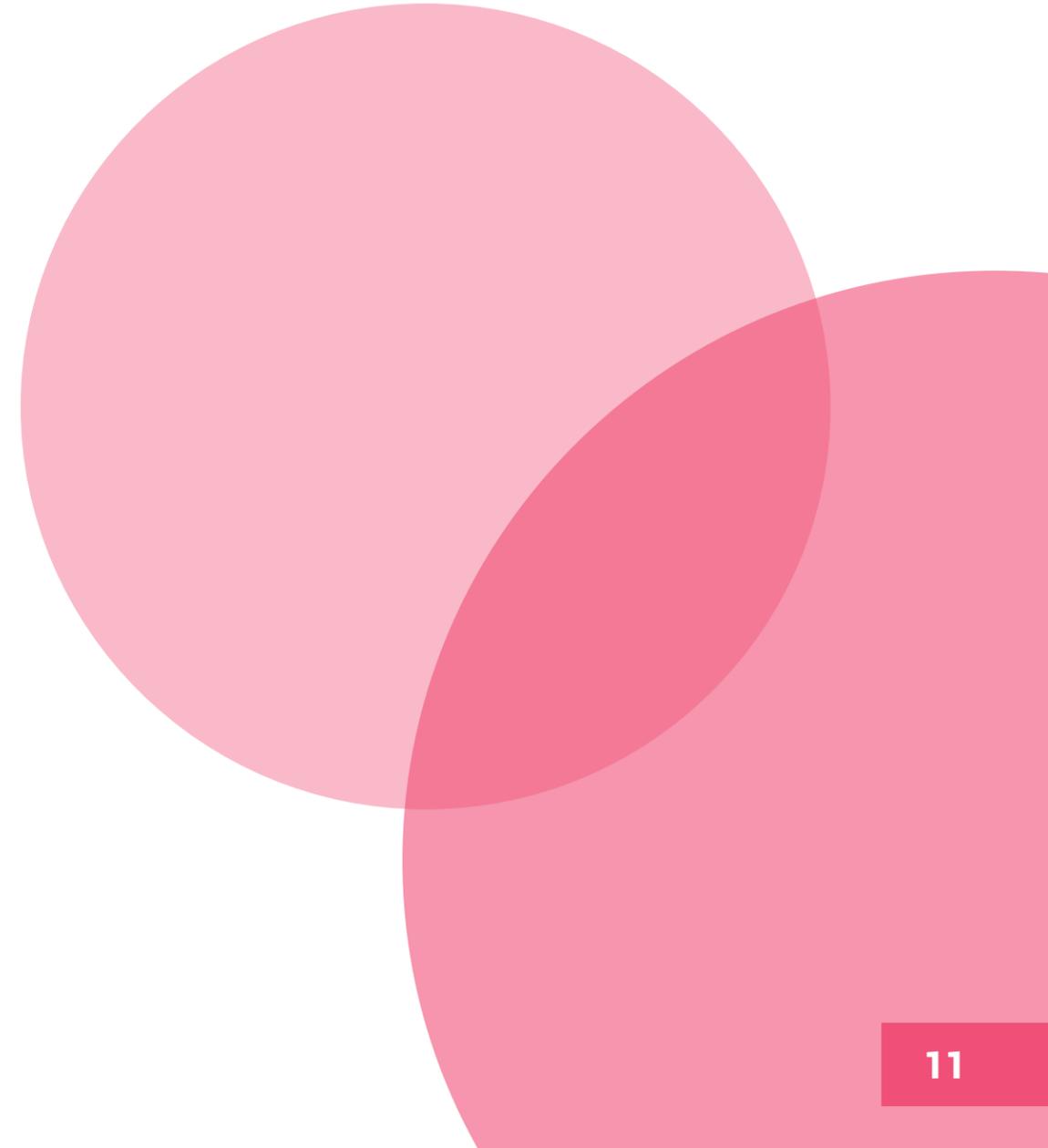
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For the most up-to-date staff contact information please refer to the Center for Student Involvement website at northeastern.edu/csi.



OUR MISSION

The Center for Student Involvement (CSI) initiates and sustains co-curricular activities and programs that enrich student life and enhances the relationship between academics and experiential learning. We engage the Northeastern community in collaborative efforts to foster the educational, professional, and personal development of our students.



PROGRAM MANAGER

All student organizations recognized by the Center for Student Involvement are assigned a program manager. Program managers are members of the CSI staff who guide and assist their organizations in the event planning process and the management of student organizations.

Advisors differ from program managers as they provide perspective outside the realm of CSI and programming. It may be helpful to be in touch with your student organization's program manager as they can provide resources for you on the policies that your organization must adhere to, help connect you with other resources across campus, and assist with leadership development and goal setting for the organization.

Program managers are assigned on an annual basis. For the most updated information please visit the resources section on the CSI website at northeastern.edu/csi.

THE PROGRAMMING LAB

The Programming Lab is a space that CSI has created that is dedicated to student organizations. The Lab is located in room 240 of the Curry Student Center and features space for informal meetings, a variety of resources for student organizations, and the Programming Crew who can help with many programming questions students leaders may have.

For the most updated Programming Lab hours, please check out our website at northeastern.edu/csi.

THE CREW

The Crew is a group of student employees who work in the Programming Lab and serve as program managers to a large number of student organizations.

The Crew is available to:

- Serve as consultants in the event planning process.
- Provide assistance with student organization event marketing.
- Answer questions regarding University and CSI Policies.
- Provide information and updates on the contract process.

SCHEDULING

Spaces need to be booked for a variety of reasons, such as organizational meetings or events, and this can be accomplished through the CSI Scheduling Office. While advisors are not able to book spaces on behalf of their student organizations, it is important to be aware of the most up-to-date policies and practices in case your students need assistance with the process.

Student may book space through the CSI Scheduling Desk or through the NU Space Scheduling Online (NUSSO). NUSSO is accessible through myNEU under the self-services tab and allows students to reserve spaces online, even when the CSI Scheduling Desk is closed.

The CSI Scheduling Office also facilitates a Call for Programs once each year during the spring semester in order to prepare for next year's events. Through the Call for Programs student organizations are asked to submit their anticipated event and meeting space needs for the upcoming academic year. This allows for the Scheduling Office to get a snapshot of all the upcoming events and to distribute space on campus in the most efficient and effective way possible. It is important for advisors to be aware of this initiative so they can remind their student organizations when the process begins each March.

Please refer to the CSI Scheduling Office website at northeastern.edu/csi/scheduling to learn more about the specific scheduling policies and procedures.

RIGHTS & RESPONSIBILITIES

The following section details the various policies that both you and the student organization you advise are responsible for following. It is important that you read and understand this section so you can educate and the student organization you advise.

COMMUNICATION

In order to best serve the student organization you advise, it is important that you are accessible and available. We recommend setting up a meeting with the organization's executive board at the beginning of each semester to discuss a plan of action for staying in touch. Discussion topics might include best ways to contact you, updates that you would like to receive, and meetings/events that they feel are important for you to attend.

Leaves of Absence

At times, your position at the University may require you to be away from Boston for an extended period of time (i.e. sabbatical, Dialogue of Civilizations, vacation, etc.). Remember, that while you are gone the organization you advise will still require support on campus. Please make arrangements to have an alternate full-time faculty/sta member step in while you are away so that your organization may remain active.

Here are the steps for appointing a temporary advisor:

- Reach out to your student organization's leadership to let them know of your upcoming absence
- Reach out to colleagues who may be interested in taking over while you are away
- The temporary advisor must then:
 - Create an OrgSync profile if they do not already have one
 - Fill out the Student Activities Business Office (SABO) Banner Access form on OrgSync, which will provide them with signature authority for the organization
- Connect your student organization's leadership with the new temporary advisor
- Remind the student organization to update the organization's OrgSync profile with the temporary advisor's contact information
- Upon your return to the University contact both the organization and the temporary advisor and have the students update the organization's OrgSync profile with your contact information

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Co-Advisors

In some cases student organizations may choose to have co-advisors. This can be helpful for a variety of reasons; for example, the co-advisors may have specialty knowledge and/or skills that supplement each other. Also, it creates a smoother transition when one co-advisor is away from campus for an extended period of time because a temporary advisor does not need to be recruited. Please ensure that both co-advisors have completed the SABO Banner Access Form so both signatures will be recognized as valid on financial documents.

Transitioning Out of Your Role

There may come a time when you must transition out of your advisor role. In order to ensure your student organization's success moving forward there are actions you can take to ease the transition. Be sure to reach out to your student organization's leadership as soon as possible to let them know you will no longer be able to serve as their advisor. At this time you may also provide them with contact information of colleagues you know would be a good fit for the role or remind your organization to reach out to CSI so they can assist in finding a new advisor. You may also gather any documents you have related to the organization that can be passed along to both the student leadership and the new advisor.

HAZING EDUCATION & POLICY

Northeastern University is committed to promoting a safe and healthy environment for all members of the community and to preventing hazing before it occurs, and/or providing appropriate remedial action in instances when hazing does occur.

Northeastern University strictly prohibits any action taken or situation created, whether voluntary or involuntary, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, which endangers the mental or physical health or safety of a student, creates risk of injury, causes mental or physical fatigue or distress, discomfort, embarrassment, harassment, ridicule, or intimidation, causes damage to or destruction of property, or which is a violation of law, University policy, or the Code of Student Conduct.

Such activities include, but are not limited to, the following: striking another student by hand or with any instrument; requiring or advocating alcohol or other drug use; late sessions/meetings that interfere with academic activities; tattooing, branding, or piercing; physical or psychological shocks; wearing of apparel in public that is embarrassing, humiliating, or degrading; or games/activities causing or resulting in fatigue, sleep deprivation, mental distress, panic, embarrassment, or humiliation. Activities that would not be considered hazing and therefore acceptable would include agreeing to: maintain a specific GPA, comply with a dress code for a team/organizational function, participate in volunteer community service, participate in a team/ organizational trip, take an oath, or sign a contract of standards.

If you believe you have witnessed hazing, you are strongly encouraged to report instances of such behavior. You can submit this information online with the Northeastern Hazing Reporting Form.

You can also report allegations of, or information relating to, instances of hazing to any of the following offices:

Center for Student Involvement (CSI)

434 Curry Student Center
nucsi@northeastern.edu
(617) 373-2642

Housing and Residential Life (ResLife)

4 Speare Commons
housing@northeastern.edu
(617) 373-2814

Office of Institutional Diversity and Inclusion (OIDI)

106 West Village A
diversity@northeastern.edu
(617) 373-2133

Office of Student Conduct and Conflict Resolution (OSCCR)

204 Ell Hall
osccr@northeastern.edu
(617) 373-4390

Northeastern University Police Department (NUPD)

Columbus Place Suite 100
Emergency line: (617) 373-3333
Non-emergency line: (617) 373-2121

The University will not tolerate retaliation against any person who in good faith makes a report of hazing. Any person who retaliates directly or indirectly against a victim, witness, person reporting hazing, a respondent and/or charged party or any person involved in any aspect of a complaint or resolution of an allegation of hazing will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Upon receiving such information, an investigation into the allegation will commence. Any information gathered that supports a claim of hazing will be forwarded to the Office of Student Conflict and Conflict Resolution (OSCCR) for resolution consistent with its procedures for dealing with such complaints. Violations of the Code of Student Conduct are handled and/or overseen by the OSCCR.

STUDENT ORGANIZATION CONDUCT

The Center for Student Involvement and the Office of Student Conduct and Conflict Resolution (OSCCR) have established a hearing process for student organizations alleged to have violated the published policies and procedures outlined within the Student Organization Resource Guide, the Guide to Residence Hall Living as well as the Code of Student Conduct. Each organization and/or student leader will be held accountable for violations of these policies as necessary. For organizations alleged to have violated policy, the following process has been established:

- When a violation is reported to either the Center for Student Involvement and/or OSCCR, the Assistant Dean of Student Engagement or designee reviews the complaint and determines the possible hearing type that is appropriate (either information only hearing, administrative hearing, or Student Conduct Board hearing).
- "Information Only" hearings occur when the outcome will not result in an official sanction other than a written warning. These hearings occur with staff members in the Center for Student Involvement. Repeated warnings may result in escalation of the case to either an administrative hearing or a Student Conduct Board hearing.
- "Administrative Hearings" occur for infractions that could result in an official sanction, or if the organization already has an "information only" hearing on file. The Office of Student Conduct and Conflict Resolution will hear these cases. Student organizations will receive a hearing notice regarding the alleged violation. This notice will identify the complainant, provide a list of alleged violations, and communicate the location, date, and time of the administrative hearing.
- "Student Conduct Board" hearings occur for infractions that could result in suspension or significant revocation of privileges for the organization. Student organizations will receive a pre-hearing notice regarding the alleged violation. This notice will identify the complainant, provide a list of alleged violations, and communicate the location, date, and time of the pre-hearing. OSCCR staff will facilitate these hearings in order to review and explain the violations, provide a copy of the report, and to offer the organization the opportunity to respond to the charges and accept or contest responsibility.
- If an organization accepts responsibility in the pre-hearing: The organization representatives will proceed to an Admitted Student Responsibility Meeting where sanctions are discussed and determined.
- If an organization contests responsibility in the pre-hearing: The organization will be sent to the Student Conduct Board for the case to be heard. For more information on Student Conduct Board hearings and the process involved, please see the Code of Student Conduct.
- Information on Appeals: Student organization representatives will have the opportunity to appeal the outcomes of Administrative Hearings as well as Student Conduct Board Hearings on three grounds as stated in the Code of Student Conduct. Organizations will be informed of the ability to appeal when the sanctions are issued and will have 5 business days to file the appeal with OSCCR. For more information on appeals and the appeals board, please see the Code of Student Conduct.

While this process relates only to student organization accountability, CSI and/or OSCCR may determine that students involved in student organization incidents should be referred to OSCCR on an individual level.

BIAS RELATED INCIDENT REPORTING

The Bias Incident Response Protocol offers an effective and efficient process for individuals and/or groups to report bias incidents and/or hate crimes. It also outlines University procedures that will be instituted to respond to such acts. The protocol should be implemented whenever a bias incident or hate crime is perceived or suspected to have occurred on Northeastern University's campus and/or in our educational programs. For more details, contact the Office of Institutional Diversity and Inclusion at (617) 373-2133 or visit their website at northeastern.edu/oidi.

TITLE IX POLICY

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, Northeastern University strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status. The Northeastern University Title IX policy articulates how the University will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under University policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. The policy describes how areas within the University will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of Prohibited Offenses.

This policy applies to all members of the University community, including students and prospective students, employees and prospective employees, faculty, staff and volunteers in connection with University activities. It further applies to on- or off-campus behavior involving students.

Mark Jannoni
Assistant Vice President for University Equity and Compliance & Title IX Coordinator
 The Office for University Equity and Compliance
 Richards Hall 125
 Phone: (617) 373-3543
 Email: m.jannoni@northeastern.edu

FISCAL RESPONSIBILITY

Advisors are ultimately responsible and accountable for the fiscal management of the student organization that they advise. It is your responsibility, along with the organization, to make sure adequate financial records are on file in the event of an audit. The following section details the different ways you and your organization may approach finances.

STUDENT ACTIVITIES BUSINESS OFFICE

The Student Activities Business Office (SABO) is the financial center for all student organizations that are officially recognized by the Center for Student Involvement. The services provided by SABO allow you and your student organization to successfully manage finances.

Whenever student organizations submit Direct Pay, Reimbursement, or Transfer forms, advisor approval is required. There are two ways that SABO recognizes advisor approval:

- **Physical Signature:** The advisors actual signature on the form
- **Electronic Signature:** The advisor approves via email. Students are required to print and attach the entire e-mail chain so that both the approval and the amount requested is included.

In order to be recognized by SABO as having signature authority for the student organization you advise make sure that you fill out the Advisor Banner Access Form, located on the SABO website at northeastern.edu/sabo. More information about forms and how to use Banner are available on the SABO website as well.

STUDENT GOVERNMENT ASSOCIATION

332 CSC | (617) 373-2651
sga@northeastern.edu | financeboard@northeastern.edu
northeastern.edu/sga | @NortheasternSGA

All recognized undergraduate student organizations are able to request money from the Student Government Association's Finance Board. The Finance Board controls the Student Activity Fee, a fee that all full-time undergraduate students pay into each semester. Requests for these funds are done through OrgSync and must be completed and submitted by student organization leaders. Advisor approval for these requests is no longer required. However, we strongly encourage student organizations to include advisors in the process. This helps increase awareness so you can better support the group in their planning and management of finances.

GRADUATE STUDENT GOVERNMENT

235 CSC | (617) 373-4502
gsg@northeastern.edu
northeastern.edu/gsg | @northeasternGSG

All recognized graduate student organizations are able to request funds from the Graduate Student Government, which oversees the Graduate Activity Fee. Graduate student organizations can make their request through OrgSync but will need approval from both their program manager and advisor.

RISK MANAGEMENT & LIABILITY

As an advisor it is your responsibility to keep informed of group initiatives and to work with officers to discuss the appropriateness and general merits of policies and activities. In order to do this you should familiarize yourself with the Student Organization Resource Guide that is available on the CSI website. The guide explains the policies and procedures that concern student organizations. Other helpful resources for risk management include the Northeastern Student Code of Conduct, available at northeastern.edu/osccr, and the Human Resources Management Administrative Manual, available at northeastern.edu/hrm. Please note that advisors are not personally responsible for the actions of the student organization they work with; students accept sole responsibility for their actions.

Should you be interested in learning more about risk management or liability, please do not hesitate to reach out to CSI. We can put you in touch with Risk Services or Legal Counsel so you can continue to discuss your responsibilities as an advisor.

HELPING WITH TRANSITION

As an advisor you can provide a historical perspective of the group because, in most cases, the advisor is the longest standing component of the organization. As students go on coop, go abroad, or graduate the leadership in the student organization will change. Many groups find the transition process to be difficult, especially when it comes to the passing of knowledge on policies and procedures. As an advisor you can help the new leadership understand what has been done in the past and help them decide how they want to move forward. One effective way of doing this is to encourage your organizations to create transition documents that can be uploaded to their OrgSync page. This is a great tool for the student leaders and also alleviates some of the pressure you may feel to keep track of important student organization documents.

RESOURCES

The following section details the various resources that are available to you as an advisor. We encourage you to familiarize yourself with this section so that you may utilize them and be able to point the students you work with towards them, should they need it. This is not an exhaustive list. To learn about other resources available to you, feel free to contact CSI.

EVENT PLANNING TIMELINE

There are many key dates throughout the year that are important to the student organizations you advise, and it may be helpful to be aware of them.

July

- Review Finance Board deadlines
- Sign up for Fall Fest
- Re-register your organization before 8/1
- Enjoy your summer! Check out Summester!

August

- Start thinking about ways to market yourself at Fall Fest
- Start planning your first meeting to include in marketing materials

September

- Participate in Welcome Week
- Host a new member orientation
- Meet with your CSI Program Manager
- Attend Treasurer Workshops held by the SGA Finance Board, or complete the online webinar
- Make sure your OrgSync page is up to date

October

- Take time to connect with your members, especially those who may need encouragement to stay involved

November

- Get involved in Homecoming!
- Review your SABO accounts with your advisor to make sure you are in good standing

December

- Sign up for the Winter Involvement Fair
- Plan for transition – make transition documents for incoming leadership
- Create an action plan for members to stay involved if they are going abroad or on coop
- Re-register your organization

January

- Plan your Welcome Back meeting!
- Participate in the Winter Involvement Fair
- Meet with your CSI Program Manager

February

- Start thinking about elections
- Nominate your organization for the Student Life Awards

March

- Enjoy Spring Break!
- Announce election rules and dates
- Reserve space through the Call for Programs

April

- Plan an end of the year event for members
- Thank your advisor!
- Hold elections and have a transition meeting with old and new leadership
- Start brainstorming ideas for Welcome Week and the Fall semester

May

- Reconcile your account with SABO
- Find out which members are in Boston and available to meet over the summer
- Look out for a Welcome Week email from CSI

June

- Start planning Fall programs
- Check out the upcoming year's SGA Finance Board deadlines

STUDENT ORGANIZATION RESOURCE GUIDE

The Student Organization Resource Guide is a tool that the Center for Student Involvement created to help assist student organizations. Student organization leaders are responsible for reading and understanding the various policies and procedures that are outlined in the guide. We encourage you, as an advisor, to read the guide in order to assist your student organizations. The guide is available on the CSI website at northeastern.edu/csi. If you have any questions about the content of the guide, please contact CSI and we will be happy to help.

CONTRACTS & INSURANCE 101

A contract must be used whenever an organization hires performers (such as musicians, speakers, DJs, or bands), service providers (such as catering or lighting companies), or facilities (such as cruise ships, bars, or hotels). The contracts serve as a legal obligation between the business/performer and Northeastern University. Students and advisors should never sign a contract on behalf of the University or the student organization. The Office of Risk Services requires that contracted parties obtain an adequate amount of liability insurance to ensure the safety of your organization's activities. Students should contact their CSI Program Manager for more information about insurance.

Students must plan in advance for events requiring contracts. Performer/Service Provider contracts take at least six weeks to be processed and Facilities contracts take at least eight weeks to be processed. Keep in mind that both marketing and payment cannot begin until all contracts associated with the event are fully executed.

ADVISOR WORKSHOPS

Throughout the academic year the Center for Student Involvement holds workshops for student organization advisors. The workshops are designed to help advisors be successful in their role. Each semester a Policies 101 workshop is held that discusses important policies student organizations must follow. Additional workshop topics are determined based upon the goals of CSI at that time and the needs demonstrated in the year end advisor assessment. For more information about specific workshops, be sure to look out for the monthly Advisor Newsletter or contact CSI directly.

LEADERSHIP DEVELOPMENT

As an advisor you serve an important role in developing student leadership skills. There are numerous ways that you can do this. One of the most important ways is through goal setting. In your meetings with the leadership of the organization it is important to take time to create goals that are manageable, meaningful, and measureable. As the organization you work with makes plans for the year, encourage them to reflect on how they align with the goals they have set. At the end of the year, revisit these goals with them and facilitate a conversation on what they were able to accomplish and what is still left to do.

LEADERSHIP CONSULTANTS

Leadership development can be a daunting task for one individual. Fortunately LEAD360 offers resources to help you. Leadership Consultants are peer leadership educators who are trained to help student organizations in areas such as retreats and workshops. To request a Leadership Consultant please complete the form at northeastern.edu/csi/leadership.

LEADERSHIP COMPETENCIES

At Northeastern we believe the following leadership competencies are essential to effective global leadership, and our programs will help our students cultivate these strengths. This competency model was developed based on analysis of research that outlines what employers are looking for, what successful professionals and CEOs say is necessary for success, and leadership theories. It can be used as a helpful guide to think about which competencies the students you work with both have and need to be improved upon. It can also allow you to help your students verbalize their experiences and translate it to their futures.



CAMPUS PARTNERS

There are a variety of campus partners whom you or your organization may need to work with for a variety of reasons. As an advisor it is important to be aware of these resources so you can help your organization contact them. Advisors have opportunities to interact with and relate to students on multiple levels, which frequently lead to the development of friendly, trusting relationships. As this trust develops, students may turn to you for advice about personal matters unrelated to the organization. It is important for you to be aware of resources on campus should any of your student leaders require assistance through troubling personal times.

It is also important to be aware of different resources on campus because some of them may be good collaborators. If your organization is putting on an event that aligns with a particular center or department on campus, it may be helpful to reach out to them for ideas or sponsorship.

African American Institute
40 Leon Street/West Village F
(617) 373-3143
aai@northeastern.edu
northeastern.edu/aai
@JDOAAI

Asian American Center
109 Hemenway Street
(617) 373-8852
AsianAm@northeastern.edu
northeastern.edu/aac
@NUAsianAm

Center for Intercultural Engagement (CIE)
144 Curry Student Center
CIE@northeastern.edu
@CIENortheastern

Center for Spirituality Dialogue and Service (CSDS)
203 Ell Hall
(617) 373-2728
CSDS@northeastern.edu
northeastern.edu/spirituallife
@NEUInterfaith

Center of Community Service
172 Curry Student Center
(617) 373-5809
communityservice@northeastern.edu
northeastern.edu/communityservice
@serviceNU

Disability Resource Center
20 Dodge Hall
(617) 373-2675
drc@northeastern.edu
northeastern.edu/drc
@NortheasternDRC

Information Technology Services
InfoCommons (in Snell Library)
(617) 373-4357
help@northeastern.edu
@secureNU

Latino/a Student Cultural Center
104 Forsyth Street
(617) 373-5845
lsc@northeastern.edu
northeastern.edu/lsc
@NULSCC

LGBTQA Resource Center
328 Curry Student Center
(617) 373-2738
lgbtqa@northeastern.edu
northeastern.edu/lgbtqa
@NU_LGBTQA

Northeastern University Police Department (NUPD)
716 Columbus Place
Non-Emergency: (617) 373-2121
Emergency: (617) 373-3333
northeastern.edu/nupd
@northeasternpd

Off Campus Student Services
226 Curry Student Center
(617) 373-8480
offcampus@northeastern.edu
northeastern.edu/offcampus
@NUOffCampus

The Office for University Equity and Compliance
Richards Hall 125
(617) 373-4644
titleix@northeastern.edu
northeastern.edu/titleix

Office of Institutional Diversity and Inclusion
106 West Village A
(617) 373-2133
diversity@northeastern.edu
northeastern.edu/oidi

Office of Prevention and Education at Northeastern (O.P.E.N.)
307 Ell Hall
(617) 373-4459
open@northeastern.edu
northeastern.edu/open
@OPENortheastern

Office of Student Conduct & Conflict Resolution (OSCCR)
204 Ell Hall
(617) 373-4390
osccr@northeastern.edu
northeastern.edu/osccr
@OSCCR_NU

Housing & Residential Life
4 Speare Commons
(617) 373-2814
housing@northeastern.edu
northeastern.edu/housing
@NU_HRL

Social Justice Resource Center (SJRC)
106 St. Stephen Street
(617) 373-3917
sjrc@northeastern.edu
www.northeastern.edu/sjrc
@SJRCneu

Student Activities Business Office (SABO)
434 Curry Student Center
(617) 373-4329
SABO@northeastern.edu
northeastern.edu/sabo
@SABO434

thrive
The Center for Financial Independence
101 Curry Student Center
(617) 373-7292
northeastern.edu/cfi
@NUthrive

University Health and Counseling Services (UHCS)
135 Forsyth Street
(617) 373-2772
uhcs@northeastern.edu
northeastern.edu/uhcs
@NU_UHCS

ViSION
106 St. Stephen Street
ViSION@northeastern.edu
northeastern.edu/vision

WeCare
104 Ell Hall
(617) 373-4384
wecare@northeastern.edu
northeastern.edu/wecare

TEMPLATES & ACTIVITIES**The Helpful Advisor Checklist**

Have you learned everything you need to know in order to be a helpful and effective advisor? Please refer to the following checklist to make sure you have familiarized yourself with each of these important components. If you have further questions, please don't hesitate to reach out to any of the Center for Student Involvement staff members. Their contact information can be found on the Center for Student Involvement website.

- I know where the Center for Student Involvement and the Student Activities Business Office (SABO) are located.
- The organization I advise has registered with the Center for Student Involvement, and is in good standing with Northeastern University.
- The organization I advise has an updated copy of their governing constitution, and they have uploaded it to their OrgSync portal.
- I am aware of who my organization's Program Manager is within the Center for Student Involvement.
- I am familiar with the time and location of my organization's general body meetings, as well as their executive board meetings.
- I have discussed the mutual expectations that my group and I have for one another, and agree to continue to serve as their advisor.
- I am aware of who is currently serving as the president of my organization.
- I have a roster of my organization's members.
- I am aware of the current financial status of my organization, and can readily access financial records in the event of an audit.
- I know the goals, events and plans of my organization for the academic year.
- I can identify one other staff member who can fill in for me if I am away from campus for an extended period of time.

Expectations Worksheet

The following checklist may be helpful as you work with your student organization to determine your role within the organization. You and your student leaders should each complete this checklist separately and then have a discussion about the responses to determine your level of involvement moving forward with the organization.

The advisor should...	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Attend all general meetings	<input type="radio"/>				
Attend all executive board meetings	<input type="radio"/>				
Attend all organization events	<input type="radio"/>				
Meet with the president regularly	<input type="radio"/>				
Call meetings of the executive board when necessary	<input type="radio"/>				
Meet with the executive board before each meeting	<input type="radio"/>				
Exert influence with organization leaders between meetings	<input type="radio"/>				
Assist in the creation of meeting agendas	<input type="radio"/>				
Assist in the creation of goals for the organization	<input type="radio"/>				
Be a counselor	<input type="radio"/>				
Be a sounding board	<input type="radio"/>				
Be a change agent in the organization	<input type="radio"/>				
Be knowledgeable of University event policies/procedures	<input type="radio"/>				
Speak-up during discussions/meetings when appropriate	<input type="radio"/>				
Remain quiet during discussions/meetings unless requested	<input type="radio"/>				
Provide continuity between years	<input type="radio"/>				
Be a doer/developer/planner of new programs	<input type="radio"/>				
Be an educator/trainer of leadership & organizational skills	<input type="radio"/>				
Maintain organizational records	<input type="radio"/>				
Mediate inter-personal conflicts of the group	<input type="radio"/>				
Be a financial supervisor	<input type="radio"/>				
Be responsible for election of organization officers	<input type="radio"/>				
Orient new officers to their roles/responsibilities	<input type="radio"/>				
Recruit new members to the organization	<input type="radio"/>				
Evaluate leaders	<input type="radio"/>				
Evaluate programs	<input type="radio"/>				
Take initiative in developing teamwork among officers	<input type="radio"/>				
Make decisions on behalf of the organization	<input type="radio"/>				
Receive copies of meeting minutes, emails, etc.	<input type="radio"/>				

THANK YOU!

The Center for Student Involvement recognizes the hard work and dedication that is required of our advisors, and we would like to thank you for your commitment to our student leaders and the organizations they represent. You are our greatest ambassadors, and we encourage you to spread the good word about the benefits and rewards of serving as an organization advisor.

**"IN TEACHING
OTHERS,
WE TEACH
OURSELVES."**

- PROVERB

ADVISOR RESOURCE GUIDE



Northeastern University
434 Curry Student Center
northeastern.edu/csi
p (617) 373-2642
f (617) 373-2694
nucsi@northeastern.edu