



Student Organizations Advisor Manual

Introduction

This manual is a summarized guide for faculty/staff advisors for student organizations at CU Denver. A full training module for advisors is located on Canvas. Feel free to contact the Student Organization team at studentorgs@ucdenver.edu to receive an invitation to the Canvas course. This manual will go over advisor expectations, student organization finances, risk management, and advisor resources.

Why become an advisor?

Student involvement is an important element of creating a sense of belonging on college campuses. Additionally, by engaging students specifically in student organizations, we support development of career readiness competencies, leadership skills and academic success. Student involvement is important to engage students on-campus and assist with their development and success academically. By becoming an advisor, you will be able to observe and support their development. By serving as an advisor, you will provide mentoring and networking opportunities for the student members of the organization. Student Life & Campus Community appreciates your support and expertise with our student organizations and leaders.

Student Organization Advisor Expectations

We allow faculty/staff advisors to set expectations with their student organization officers. A conversation should occur between you and your organization President at the beginning of the year and reoccurring each semester about setting those expectations. Below are our expectations for advisors working with our student organizations.

Be aware of risk management concerns

- Events with alcohol
- Physical activity waivers
- be prepared to attend all larger or high-risk student organization events
- assist Student Life & Campus Community with contacting student leaders when policy violations occur
- participate in conduct investigations and associated meetings as requested
- COVID-19 Restrictions – Fall 2021
 - Travel
 - Food at events

Be a champion for your organization and help them achieve their goals

- Meet with them at least once a month to check in

Remind leaders to keep their roster in MyLynx up to date and to add all events into MyLynx

Student organization advisors are prohibited from:

- signing contracts for student organizations on behalf of the university
- using their student organization as an extension of their classroom/department or dictating club activity as all DSSP, RSOs and MUGs are independent student-led groups

Student Organization Finances

Student organizations are successful when they can operate with fiscal access and responsibility. Although we trust that our advisors have the knowledge and experience to assist with finances, we HIGHLY discourage advisors signing their name onto any financial account or paying for anything out of their own pocket. Student organization leaders have many resources when it comes to operating financially on and off campus.

[Policy 7029](#) is our main student organization policy and provides details on financial activity status. Please review the policy in detail to understand how your organization may function. Organizations are placed into two different financial types: Affiliated and Associated.

Affiliated - groups, clubs and organizations that are created by and whose voting members are students at the university. These organizations are not controlled by or connected to local, state, or national organizations outside the university.

Associated - local chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by their respective campus.

Affiliated student organizations can open a speedtype on campus. They must first establish fiscal activity before being allowed to have one. We recommend the student organization officers contact our office about what steps would need to be taken to accomplish this. Affiliated student organizations can also utilize the Finance & Funding Committee through Student Government Association to request additional funds for events or professional development.

Associated student organizations must open an off-campus bank account if they would like to operate financially. We offer an associated finance guide that walks student organizations through this process and offers tips and suggestions on fundraising opportunities. Associated student organizations cannot request funds from the Finance & Funding Committee.

Risk Management for Student Organization Advisors

Some student organizations have more cause for risk management than others. Asking yourself questions like, “does this organization have a mission that could put them at risk?” or “does this event have some possible risk involved?” We expect student organization advisors to understand what policies can impact the operation of student organizations. You can view these policies linked below or by visiting the Canvas course for advisors.

[Policy 7029 – Student Organizations](#)

[Policy 7015 – International Travel for Students](#)

[Policy 3051 – Animals on Campus](#)

[Food Sale Guidelines for Student Organizations](#)

[Political Activity on Campus](#)

[Freedom of Expression](#)

Student organization advisors should have detailed conversations with organization officers when it comes to the risk of their current activity and make sure they stay in compliance with university policies. Advisors should be the voice of reason for students when it comes to evaluating the risk of an event or program.

Advising Resources

Student Life & Campus Community offers multiple resources for our advisors including: one on one appointments, the Canvas course, welcome events & trainings, and written materials. Below are links to some of the resources we provide. If you have any questions, please contact our office at studentorgs@ucdenver.edu.

[Student Organization Advisor Training & Resources Canvas Course](#)

[Schedule an Appointment with the Student Organization team](#)

[Student Organization Advisors Resources](#)