

# ADVISOR TRAINING

\*Information included within this presentation should be reviewed in addition to the accompanying Advisor Manual found on the Advisor Resources webpage

# MEET THE STUDENT LIFE & ACTIVITIES STAFF:

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Please note, as office operations continue to be remote, email is the best/most efficient way to contact our department!

# Clarifying Expectations

**Think of every encounter with students as a learning opportunity!**

There is no one simple formula for being a successful advisor. Brookdale's student groups are varied and diverse. Likewise, the type of advisement that they need will depend on the group's character, level of activity, goals, etc.

The first step in successful advising is to lay the groundwork for a positive relationship by clarifying expectations of one another. Both advisors and advisees must accept responsibilities to one another. If these are clearly communicated and agreed upon by both parties from the beginning, you will always have something to return to when questions or problems arise.

**"It seems like we need to do a little bit more than advising"**

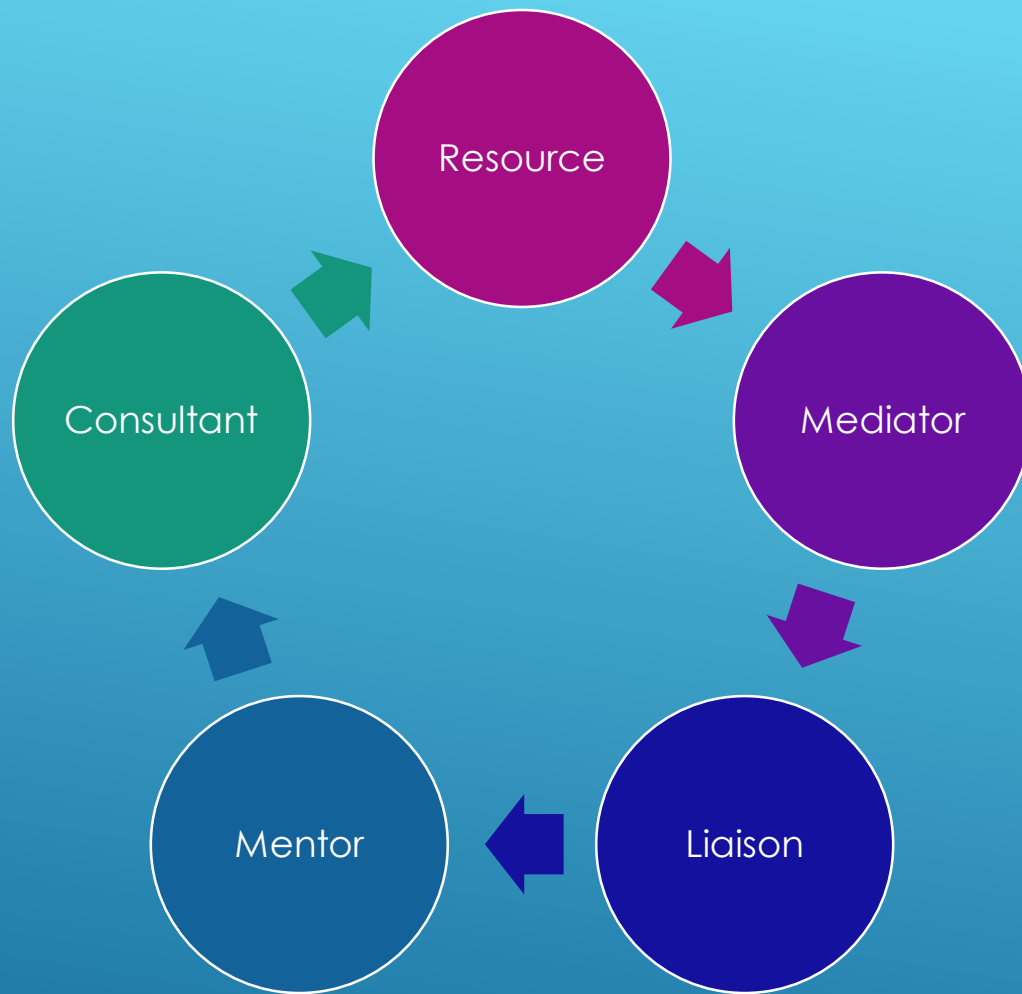
**-Umed Ajani**



## ESTABLISH GROUND RULES!

Because advising is, in most cases, a voluntary service to a group, you have a right to negotiate some ground rules for your relationship. The areas listed above are key areas where boundaries should be set right away in order to get things started effectively.

# Roles of an Advisor



Listen to your elders advice, not because they are always right but because they have more *experiences* of being wrong....

# ADVISING STYLES

- ✓ Directing
- ✓ Coaching
- ✓ Supporting
- ✓ Delegating


“Situational Leadership is flexible. It adapts to the existing work environment and the needs of the organization. Situational Leadership is not based on a specific skill of the leader; instead, they modify the style of management to suit the requirements of the organization.”

# ADVISING SKILLS

- ✓ Flexibility
  - ✓ Diagnosis
  - ✓ Contracting
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# ADVISOR DO'S AND DON'TS

Depending on the needs of the student-organization, advisors typically serve multiple roles including:  
supervisor, follower, mentor, facilitator,  
and educator.





# Do's

Be knowledgeable about relevant current policies and serve as a resource person

Develop strong working relationships with officers and members

Know the constitution of your club/s you advise

Motivate and empower students to take initiative for success

Assist in resolving any conflict between the group

Empower officers and members to fulfill and understand the mission of the club/organization

Always discuss concerns with officers/members in private; always praise them in public

“IT'S KIND OF FUN TO DO THE IMPOSSIBLE”  
-WALT DISNEY

# Don'ts

Run the virtual club/organization meetings

Assume veto power over group decisions

Take responsibility for group decisions, problems and failures

Restrict creativity for ideas on virtual programming or meetings

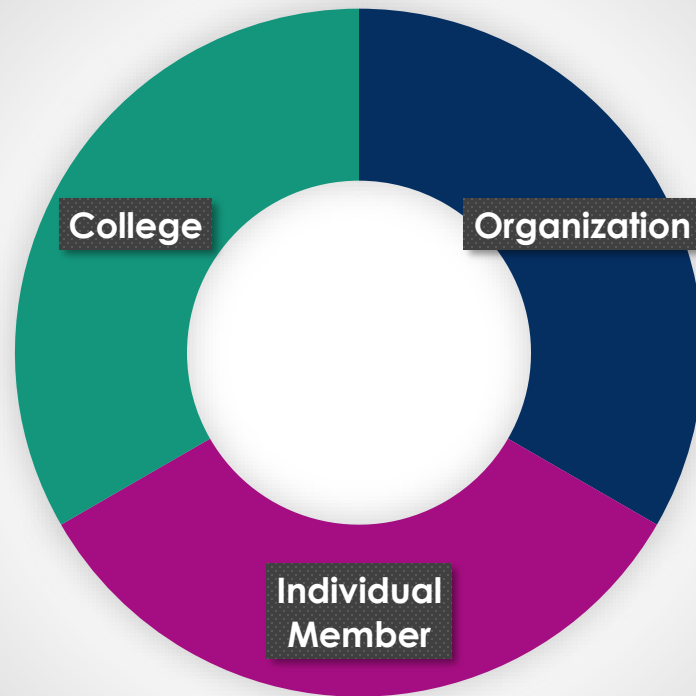
Serve as a primary recruiter for new members

Try to solve every problem and conflict

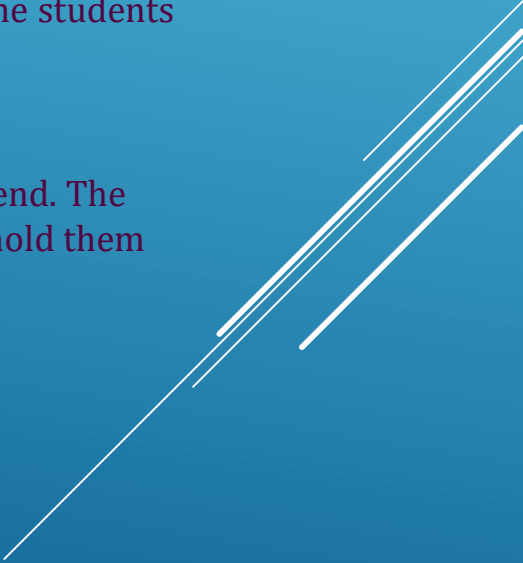
Assume that the organization doesn't require your guidance and assistance

“DON'T PUSH THE RIVER; IT FLOWS BY ITSELF”  
-BARRY STEVENS


# ADVISOR RESPONSIBILITIES



# ADDITIONAL ADVISOR TIPS

- ▶ Read the constitution of the group, get to know the members, attend virtual events, and generally make yourself seen so that they know who you are.
  - ▶ Assist in the establishment of responsibilities for each officer and member.
  - ▶ Develop a strong relationship with the president or leader and other officers. This is key because these students will be your main contact within the group.
  - ▶ Maintain a sense of humor – it's college and students should be having fun!
  - ▶ Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
  - ▶ Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
  - ▶ Help them see alternatives and provide an outside perspective.
  - ▶ Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.
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# TOOLS TO KEEP UP-TO-DATE WITH

- ▶ Student Organization and by-laws; mission; history
  - ▶ List of membership and officers
  - ▶ Calendar of virtual student organization events and meetings
  - ▶ Be familiar with the student organization's budget and how the student organization is able to obtain funds
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# VIRTUAL CLUB REQUIREMENTS

**In order to be a club/organization recognized as active by Student Life, you must adhere to the following points:**

- ▶ Every club must complete the new electronic re-registration forms found on the Online Club Forms Page.
- ▶ Clubs must continue to host virtual meetings (at least one each month during the Fall & Spring semesters)
  - ▶ It is our recommendation that Advisors create Zoom links for meetings as employees have a subscription through the College (i.e. there are no time limits to meetings). However, Student Life is available to do so, as well, when requested by the club!
- ▶ Clubs must have at least one member attend the monthly virtual Student Life-Club Leaders Meetings \*schedule TBD
- ▶ Clubs should utilize the Canvas shells that have been created for each as a Brookdale official “location” to post resources, host discussions, etc.

# CLUB FUNDING

- ▶ All active clubs received an allocated budget for the current fiscal year (July 1 – June 30). Due to the abrupt halt to on-campus/in-person activity during the Spring 2020 semester, each club has received an allocation of \$400 (regardless of what club requirements had been met or remained unfulfilled last year as of March 2020).
- ▶ Newly approved clubs and clubs that have gone from inactive to active are allocated funds through Club Reserves until the end of Fiscal Year.
- ▶ Any funds that are collected (through fundraisers, membership dues, etc.) are considered income and will carry over year to year.
- ▶ Allocations are not a blank check for programming – all events need to be proposed and approved by Student Life & Activities before funding is available. Allocations cannot be used for donations.

# FUNDRAISING/DONATIONS/BAKE SALES

- ▶ All fundraisers must be pre-approved by Student Life & Activities. Games of chance (50/50's, raffles, etc.) are lawful activities in the State of New Jersey when, and only when, the sponsoring organization is registered with the state and licensed with the local township in which the drawing takes place and prizes are awarded. **At this time student clubs and organizations are ineligible to hold games of chance.**
- ▶ All requests for business donations or fundraising must be approved by the Brookdale Foundation before you can approach any businesses. If your club wants to solicit any type of donation (monetary donations or the donation of food, supplies, etc.), please submit a proposal and after approved, a form will be sent to you for your request/s.
- ▶ All bake sales have been halted due to the ongoing pandemic and while campus remains closed to the public.



# DEPOSITS

- ▶ As the campus is closed to the public, clubs should make Student Life & Activities aware of any collected funds (i.e. from previously approved fundraisers or dues collection) via email as soon as it is collected.
- ▶ Student Life & Activities will work with the club to arrange a date and time for deposit in office and to obtain permission for campus access.
- ▶ Clubs should not hold on to any money collected, especially checks; it is especially important to ensure Student Life is aware of your collected funds as soon as possible to coordinate a date for deposit with the club. Checks need to be deposited within three (3) weeks of date-stamp; if a check bounces, the fee assigned by the bank will be held against your club's income account.
- ▶ Checks should be made out to Brookdale Community College and reference your club, the student ID number and telephone number (if applicable) in the memo line. No starter checks will be accepted (all checks must have the address imprinted on the check).
- ▶ **Please do not collect cash and then use it to directly pay for something. This is considered a slush fund and it is illegal! Money collected must first be deposited and then a check can be requested if needed.**

# PURCHASES

- ▶ Cash advance: The college will only issue this to an advisor.
- ▶ Purchase order - Anyone/anything contracted needs to complete a W-9 form. [http://www.brookdalecc.edu/documents/student-activities/sla\\_w-9\\_form.pdf](http://www.brookdalecc.edu/documents/student-activities/sla_w-9_form.pdf)
- ▶ Do not make unauthorized purchases – you will **not** be reimbursed
- ▶ Requests can take anywhere from 4-6 weeks.

# NEED TO KNOW POLICIES

## Movie Showings

- If your club/organization would like to host a socially distanced, public movie screening, you must pay for the film-right to do so. Please submit a proposal for approval.

## Space for Meetings

- At this time, as campus remains closed to the public, all clubs must host virtual meetings.

## Postings

- If a club would like to advertise for an upcoming, approved virtual event, electronic flyers can be sent to ErinMarie Tierney, Assistant Director of Student Life & Activities, for posting on club websites.

## Catering

- At this time, catering is not available for student groups as campus remains closed to the public and operations remain remote.

**Finally:**

THANK YOU FOR  
MAKING OUR  
STUDENTS  
SUCCESSFUL!

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