

# New Student Organization Application Advisor Resource Sheet

The Office of Student Activities is dedicated to the support of student organizations and their advisors. The following are some helpful tips for being an effective and engaged Syracuse University Advisor:

1. Have an interest and excitement about the organization you advise.
2. Make your presence known to the organization by attending meetings, all contracted campus events, and any other functions the organization sponsors.
3. Make sure all executive board members have your contact info (could be e-mail address, work, or cell-phone number).
4. Offer guidance to your students, but do not ever directly do the necessary work for them. Offer ideas, considerations, and guide the group in discussion.
5. Become familiar with the university policies so as to have better knowledge base of advice as well as ensuring the group's compliance with these policies.
6. Find a balance between being overly involved and under involved. Remember, you have a life outside your organization and it is important to make sure the students recognize this and do not take advantage of your time.
7. Assist your organization with officer transition and training. Make sure all new officers are familiar with you and your role in the organization.
8. Encourage students to build their leadership skills by taking on more difficult roles or programming more challenging events.
9. Be aware of the finances and budget process of the organization and generally supervise what is being spent, or not spent.
10. Assist students with programming events a semester in advance to ensure funding is allocated, space is available, and to avoid last-minute programming with poor campus marketing.
11. Encourage excellence in academics. SU students are required to maintain a 2.0 GPA for participation in an organization and organization Presidents must maintain a 2.2 GPA.
12. Familiarize yourself with the Syracuse University Student Organization Handbook and be sure all officers and executive board members are familiar with the handbook. (Handbook can be found on OrgSync.)
13. Many organizations face a "burn-out" period. Try to avoid this by planning any group activities that allow members to re-charge and become excited in their organization and mission again. Not everything has to be business.
14. Remember that you have signed a University Contract and any changes must be forwarded to the Office of Student Activities.
15. Be sure to set goals with your organization and expectations. Your members should know what your role as their advisor is and what you expect from the students in the organization.
16. HAVE FUN! Being an advisor gives you the opportunity to have a direct effect on a student's development in college.

## Important Reminders

- Have Organization keep member roster current and up to date on OrgSync.
- Make sure organization members check their mailbox on a regular basis.
- Remind organization about re-registration each academic year.
- Have organization participate in the Student Involvement Fair.
- Be sure information discussed in your organization's meetings is forwarded to the advice.

## **Contacts and Websites**

- Office of Student Activities is available by calling 315.443.2718 or by visiting [ese.syr.edu/studentactivities](http://ese.syr.edu/studentactivities).
- Student Centers and Programming Services (Schine Student Center) is available by calling 315.443.4240 or by visiting [scps.syr.edu/ies](http://scps.syr.edu/ies).
- Student Association is available by emailing [defenderofstudents@gmail.com](mailto:defenderofstudents@gmail.com) or by visiting [sa.syr.edu](http://sa.syr.edu).
- Department of Public Safety is available in the event of an emergency by calling 315.443.2224 or by using an on campus phone by calling 711. Additional information is also available by visiting [publicsafety.syr.edu](http://publicsafety.syr.edu).