# 

# Student Organization Adviser Manual

#### The Office of Student Life

#### Northern Arizona University

#### Spring 2018

Table of Contents

[Table of Contents 2](#_Toc490152369)

[Student Organization Basics 4](#_Toc490152370)

[Requirements for Registered Student Organizations 4](#_Toc490152371)

[Privileges of Registered Student Organizations 4](#_Toc490152372)

[True Blue Connects 5](#_Toc490152373)

[The Role of the Adviser 6](#_Toc490152374)

[Rewards of Advising 6](#_Toc490152375)

[Adviser Requirements and Responsibilities 6](#_Toc490152376)

[Building Relationships with Student Leaders 7](#_Toc490152377)

[Advising Styles 7](#_Toc490152378)

[Three Functions of the Group Adviser 8](#_Toc490152379)

[Advising Dos and Don’ts 9](#_Toc490152380)

[Evaluating Your Advising Experience 9](#_Toc490152381)

[University Policies 11](#_Toc490152382)

[Northern Arizona University Student Code of Conduct 11](#_Toc490152383)

[Northern Arizona University Hazing Prevention Policy 11](#_Toc490152384)

[Institutional Excuses 11](#_Toc490152385)

[Finals Week/Final Exams Policy 12](#_Toc490152386)

[Weapons Policy 12](#_Toc490152387)

[Event Planning 14](#_Toc490152388)

[Event/Activity Approval Request Form 14](#_Toc490152389)

[Working with Campus Dining 14](#_Toc490152390)

[Contracts 15](#_Toc490152391)

[Marketing Events 15](#_Toc490152392)

[Travel Guidelines 16](#_Toc490152393)

[Use of University Vehicles 16](#_Toc490152394)

[Use of University Shuttles and Charter Buses 17](#_Toc490152395)

[Financial Considerations 18](#_Toc490152396)

[Student Organization Bank Accounts 18](#_Toc490152397)

[Foundation Accounts 18](#_Toc490152398)

[Federal Tax ID Number (EIN) 18](#_Toc490152399)

[Tax-Exempt Status 19](#_Toc490152400)

[Student Organization Funding 19](#_Toc490152401)

[Fundraisers that are Not Permitted on Campus 19](#_Toc490152402)

[Risk Management and Crisis Response 21](#_Toc490152403)

[Adviser Liability 21](#_Toc490152404)

[The Clery Act 21](#_Toc490152405)

[Risk Assessment 22](#_Toc490152406)

[Crisis Response 22](#_Toc490152407)

[Campus Resources 24](#_Toc490152408)

[Campus Dining/Catering 24](#_Toc490152409)

[Counseling Services 24](#_Toc490152410)

[Disability Resources 24](#_Toc490152411)

[Gateway Student Success Center 24](#_Toc490152412)

[NAU Police Department 25](#_Toc490152413)

[Office of Student Life 25](#_Toc490152414)

[Academic Success Centers 25](#_Toc490152415)

[Other Resources 26](#_Toc490152416)

[Books and Articles 26](#_Toc490152417)

[Online Resources 26](#_Toc490152418)

Student Organization Basics

Student organizations at Northern Arizona University are designed to serve students and contribute to the academic, political, cultural, religious/spiritual, social, or recreational life of the campus. Student organizations are a valuable part of the student experience and provide opportunities for students to take on leadership roles and build skills related to organizational development and administration, event planning, fundraising, budgeting, marketing, and public relations. Student organizations also provide learning experiences specific to students’ areas of academic or extracurricular interest.

While the University supports student organizations, registration of a student organization with the Office of Student Life does not constitute University endorsement or approval of the policies and/or activities of the organization. No student organization should represent or imply that it speaks for or in the name of Northern Arizona University.

Requirements for Registered Student Organizations

Existing student organizations must register annually with the Office of Student Life to maintain their active status. Organizations that fail to re-register after two consecutive years will be required to seek re-approval from ASNAU or GSG. New student organizations are allowed to seek registration status throughout the academic year but once registered they need to re-register annually to remain active.

Organizations register through NAU’s online system called True Blue Connects. To complete the registration process, student leaders log in to True Blue Connects and complete a registration form. Student organizations are required to have a constitution, at least five members listed on their roster, at least two officers (President, Vice President, etc.), and a full-time faculty or staff adviser. New organizations will be forwarded to Associated Students of NAU (ASNAU) or Graduate Student Government (GSG) for review and approval. Existing organizations will be approved and reactivated by the Office of Student Life.

Membership in student organizations is generally limited to members of the University community. Northern Arizona University prohibits discrimination in organizational membership on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. Title IX of the Education Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities with regard to gender requirements for membership.

Privileges of Registered Student Organizations

Registered student organizations that maintain an active status have the privilege of:

1. Using the University’s name, as long as the word “club” or “student organization” also appears in the organization’s name (i.e. NAU Volleyball Club, NAU Forestry Club) or the University’s name is used to designate location (i.e. Art Student Association of NAU, Hillel at NAU)
2. Applying for organizational funding from Associated Students of NAU (ASNAU), STudent Activities Council (STAC), and Sodexo
3. Utilizing University facilities, including weekly meeting space
4. Hosting/sponsoring events and activities on campus
5. Sponsoring candidates in campus events, forums, and elections
6. Requesting Institutional Excuses for extracurricular activities directly related to the educational mission and scope of the University
7. Recruiting new members from among the NAU student body
8. Participating as an organization in Associated Students of NAU sponsored events

True Blue Connects

Northern Arizona University uses an online student organization system called [True Blue Connects](http://nau.edu/trueblueconnects). This is where student organization leaders log in to register their organizations, add members, and update other information such as meeting times and membership dues. All current NAU students have access to True Blue Connects and are eligible to have administrative privileges for their student organization –at least one student, usually the President, is automatically a group administrator and can assign that status to any other members. It is also possible to create an administrative position with limited access for the adviser—contact Student Life for assistance.

Current and prospective students, faculty, staff, and visitors can also access True Blue Connects to search for student organizations. Information visible to the public includes the names of the President and Adviser, contact information, and meeting times, if available.

True Blue Connects also gives student organizations the ability to connect to Facebook and Twitter, upload photos, and create news articles about their activities. Please note that all photos and posts are visible to University staff members and any reference to illegal or prohibited activities may result in University sanctions. Remind your officers and members to use good judgment when adding information to their True Blue Connects profiles.

The Role of the Adviser

Rewards of Advising

Advising a student organization can be a very rewarding experience! The advising relationship leads to benefits that are shared by the adviser, individual students, the student organization, and its members. Some of these rewards include:

* Observing and assisting in the growth and development of students
* Receiving recognition from the students, the organization, and the University
* Serving as a resource to students and the student organization
* Gaining knowledge of the student culture including trends and traditions
* Teaching, leading, and mentoring involved students
* Forming networks with University colleagues involved in advising and/or advisers of similar student organizations on a regional or national level
* Participating in a club or organization related to your own interest in and out of the classroom

Adviser Requirements and Responsibilities

The Office of Student Life requires all registered student organizations to have an adviser who is a full-time faculty or staff member. Advisers are selected by the members of the student organization, usually based on shared academic discipline or interests or because one or more of the students has an established relationship with that faculty or staff member. Occasionally, the Office of Student Life can assist students with finding a suitable adviser.

In some cases, student organizations may wish to have a graduate student or a person who is not directly affiliated with the University such as a coach or campus minister serve as an adviser. This is fine as long as the group also has a full-time faculty or staff member who will be the adviser of record. Multiple advisers can be selected and listed in True Blue Connects.

There are few hard and fast requirements for student organization advisers. The adviser’s name and contact information must be listed in True Blue Connects—this information will be publicly available and the adviser may be contacted by interested students. The adviser is also required to sign off on university forms such as institutional excuse requests or the Event/Activity Request form provided by Student Unions and Activities for student organizations wishing to coordinate or sponsor events on campus.

In addition to these required roles, there are other important responsibilities that we encourage advisers to take on:

* Be present at student organization meetings and events as often as possible.
* Be aware of the student organization’s activities and provide guidance as needed.
* Be aware of the student organization’s financial situation.
  + Know where student organization bank accounts are held.
  + Understand what funds are coming in and going out and help students manage money responsibly.
  + Know who the official signers are for the account and know the account number.
  + We recommend that the adviser’s name be added to the account if the organization establishes an off-campus bank account. This has proven to be especially helpful during officer transition periods.
* Help the student leaders set goals for their organization.
* Assist with problem solving and conflict resolution.
* Keep historical information and records for the group and share knowledge with members.

Building Relationships with Student Leaders

Because there are so many different roles an adviser may play in a student organization, it is important to work together with the members of the organization to come to a mutual understanding of your role. Before you enter into the advising relationship, you may want to take time to sit down with the student leaders and find out more about the group, its goals, and what the students are looking for in an adviser. Ask about their experiences with past advisers and what did and didn’t work. If it’s a new organization, ask about the structure of the group and the goals they would like to accomplish. Finally, discuss with the group members what roles they would like the adviser to play. Do they want you to attend all meetings and events? Do they need a lot of direct instruction and supervision? Or are they running the group fairly independently and looking for an adviser who can take a more hands-off role? Potential advisers should also be honest with group members about how much time and effort they will be able to commit to the group. Be sure that it is a good fit for you and the student organization before you agree to take on the advisory role.

Once you have become the adviser for a student organization, take the opportunity to get to know all the members by name. You will find that you may become a trusted resource for academic and personal concerns as well as student organization business—this is one of the great rewards of being an adviser! Pay attention to group dynamics and provide feedback to group members about their individual and group behavior. Advisers should also take the time to formally and informally solicit feedback from the student organization about the advising relationship.

Advising Styles

Different advisers will have different styles of interacting with the group. This will depend on the adviser’s personality, the personalities and strengths of the group leaders, and the readiness of the overall group to take on organizational tasks. What works best for the adviser and the group may change from year to year or vary among individual group members. Listed below are four common advising styles—you may find that one or more of these approaches works best for you or you may develop your own individual style.

Directing—this style of advising works well for students or groups that lack the knowledge, experience, and/or confidence to lead the group independently. A directing adviser provides very specific instructions and works closely with students to accomplish tasks.

Coaching—a coaching adviser continues to provide direction and supervision to the students or group. In addition, however, this type of adviser explains his or her decisions, asks for group contributions, and supports progress toward goals. The coaching style of advising is useful for groups that have a few strong leaders who need assistance working with the rest of the group to accomplish tasks.

Supporting—some groups are right on the edge between needing a lot of direction and understanding how to make things happen on their own. The supporting advising style can work very well with these groups. A supporting adviser partners with the students to set goals and make decisions and provides support as members begin to act autonomously.

Delegating—this advising style works best with students or groups that are well-organized and ready to take on the majority of responsibility for the organization. A delegating adviser will empower students to make their own decisions, plan their own events, and solve their own problems.

Three Functions of the Group Adviser

It may be useful to think of your role as an adviser in terms of three main functions. These functions are group growth, maintenance, and program content. As an adviser you may take on various responsibilities from all three of these categories, but taken together they can provide a framework for the advising experience.

Group growth type functions focus on helping the student organization members gain skills and work toward group goals. These advisory functions help improve the day-to-day operation and effectiveness of the group. Major functions in this category include assisting the group in determining how they will function, what officer roles will be, and how best to meet group goals. The adviser should act as a positive critic of the group, giving members feedback on how they are doing and encouraging the group to involve all members in tasks and activities. One very important group growth function is for the adviser to show sincere enthusiasm for the student organization, its members, and their activities.

Maintenance functions are those that help provide continuity for the group and avoid unnecessary conflict by alerting the group to relevant policies and procedures. One of the most important adviser functions in this category is to provide a historical view of the organization and the institution by encouraging students to keep records and sharing past knowledge with new student leaders. Other maintenance functions include being aware of procedures and regulations, informing members of resources and opportunities that are available, and mediating group conflicts. The adviser can also help the group to maintain a positive image within the University community by reminding members of the importance of good public relations and encouraging ethical decision making.

Program content functions are where the adviser can share his or her experience or expertise in areas of group focus or need. Advisers should challenge and expand the thinking of group members by pointing out new perspectives and questioning the status quo. Advisers may also teach group members skills related to running meetings, leading a team, event planning, time management, or anything else the advisers sees a need for. Program content functions complement the formal curriculum of the University and assist student leaders in developing their own talents and passions.

Advising Dos and Don’ts

* Allow the group to succeed
* Allow the group to fail
* Know your own limits
* Know the group’s limits
* Be visible and accessible
* Inform group of University policies
* Get to know all group members
* Discuss concerns in private and offer praise in public
* Be an advocate for students
* Encourage goal setting
* Be a motivator and positive role model
* Have fun and maintain your sense of humor
* Control and/or manipulate the group
* Know it all
* Assume the group will fail
* Miss too many meetings or events
* Be unreachable
* Tell the group what to do or run the meeting
* Hide your thoughts/feelings about what the group is doing
* Have your favorite phrase be “I told you so…”
* Assume the group doesn’t need you
* Take everything seriously

Evaluating Your Advising Experience

It is important to periodically evaluate your effectiveness as the adviser of a student organization. It is up to individual advisers and groups how often to do this, but a good time for evaluation can be in the spring around the time that student organizations need to re-register with the Office of Student Life. An honest evaluation can help the adviser and the student organization decide whether or not to continue their relationship or it may provide an opportunity to develop an even more meaningful plan to move forward in positive ways. It is helpful when the adviser does a self-evaluation and the student organization members have a chance to offer feedback.

Some questions to ask yourself:

* How much time have I devoted to the adviser position? Enough? Too much? Too little?
* Have I been consistently available to students and responsive to phone calls and emails?
* What do I enjoy the most about being an adviser? What do I enjoy the least?
* Have I enjoyed my advising experience with this student organization?
* If I were to rate myself on a scale of 1-5, what would my score be? How would the student organization members rate me?

Some questions to ask your student organization:

* Have I met your expectations as far as my involvement in organization meetings and events?
* Have I been a good resource person for University policies and the interest areas of the group?
* Have I been available to group members for advice and consultation?
* Have I helped the group to grow and succeed?
* What could I do or change in order to be a more effective adviser?

University Policies

Student organizations are expected to abide by all University policies and regulations. The policies in this section are especially important for officers and members of student organizations to be aware of.

Registered student organizations, as well as their members, may be held collectively and/or individually responsible for violations of the Student Code of Conduct, Hazing Policy, or other university policies. The Office of Student Life can take action according to the Code even if a student organization and/or its governing body has already implemented its own disciplinary process and/or sanctions. If it is determined that a student organization, group or member did violate university policy, the following sanctions may apply:

* Suspension of the organization as a registered student organization
* Loss of campus privileges for the student organization
* Restitution for damages that may have resulted from the incident (student organization and/or individual)
* A statement of warning may be issued (student organization and/or individual)
* A probationary period may be implemented (student organization and/or individual)
* An individual may be suspended from the university
* An individual may be expelled from the university

Northern Arizona University Student Code of Conduct

The [Student Code of Conduct](https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf) is not only applicable to individual students, but it can also apply to student organizations, their officers, and their members. Below are some key excerpts from the Code regarding student organizations. We encourage you and your members to become familiar with this policy as violations can have ramifications regarding the status of your organization.

Northern Arizona University Hazing Prevention Policy

As stated in the [Hazing Prevention Policy](http://nau.edu/Student-Life/Student-Handbook/Appendix-K/), Northern Arizona University cannot and will not tolerate any act of hazing associated with registered student organizations, groups of students affiliated with the University, or individual students.

Institutional Excuses

Please visit the Academic Catalog: Policy Number - [100226](https://policy.nau.edu/policy/policy.aspx?num=100226)

Registered student organizations may request an institutional excuse if members will need to miss class for an organization-sponsored activity. Requests are typically approved for attendance at conferences, sport club competitions, or field trips that are related to the academic mission of the organization and the university. Institutional excuses are not approved for community service, social, or recreational events—student organizations are expected to plan these types of activities around classes and other academic obligations.

Student organization members wishing to be granted an institutional excuse should submit the extracurricular institutional excuse form to the Office of Student Life at least two weeks before the date(s) of the missed classes. The form must be signed by the faculty or staff adviser and the adviser’s supervisor and must include names and NAU ID numbers of the students who will be attending. If approved by the Dean of Students, the institutional excuse must be presented to instructors at least 5 working days (one week) before the absence. The Dean of Students will not approve and instructors are not required to honor institutional excuses submitted after this time period.

Finals Week/Final Exams Policy

Please visit the Academic Catalog: Policy Number - [100410](https://policy.nau.edu/policy/policy.aspx?num=100410)

NAU is committed to the academic success of our students. The Finals Week/Final Exams policy has been developed to ensure that students are not overly burdened at the end of the term with non-academic activities and to ensure that final exams are administered as specified on the Registrar’s Office Final Exam Schedule. Finals Week refers to the last week of the term, and the dates are defined in the Registrar’s calendar. This policy applies to both graduate and undergraduate programs and applies to regular 16-week and short-format classes that end during Finals Week.

With regard to student organizations, the Finals Week/Final Exams policy states:

“Student groups and organizations are not to schedule concerts, major social events, or any activity that might conflict with academic studies or finals, except on weekends. Events scheduled by parties external to the university that require attendance by NAU students are exempt from this policy.”

Student Life interprets this policy to mean that student organizations may not hold events, including regular weekly meetings, during finals week or the week before finals week except on weekends. This applies to both on-campus and off-campus student organization activities.

Weapons Policy

Arizona Board of Regents Policy 5-308 defines a weapon as follows:

“Weapon” refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), electronic control devices such as Tasers or stun guns, swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as mace, tear gas, or oleoresin capsicum, but excluding normally available over-the-counter self-defense chemical repellents.

Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical or open flame (exception for cooking grills, university installed fire pits/fireplaces, and academic/research laboratories) on university property, at a university sponsored activity or in violation of law or university policy, is not permitted unless one of the following exceptions apply:

1. The person is transporting or storing a lawfully possessed firearm within a motor vehicle. If the vehicle is unattended, the firearm must be either within a locked compartment or within a locked vehicle. The firearm must also be stored out of plain sigh. The university may require those choosing to store firearms within their vehicles to park in designated areas.
2. The person is authorized to carry weapons by Arizona or federal statutes concerning law enforcement officers.
3. The person is authorized in writing by university officials with the authority to grant permission to possess weapons for academic or other legitimate university business.

Non-compliance will result in disciplinary action up to, and including, arrest.

A process is currently in place where a club, organization or program may request an exception to the weapons policy by submitting an application to the Chief of Police at least ten working days prior to the intended date of such use, possession, display or storage of a weapon. The application is located on the [NAU Police Department website](https://nau.edu/police/policies/weapons/).

Registered student organizations that plan to host on-campus practice sessions involving weapons, perform celebratory traditions utilizing real or fabricated weapons, or who use real or simulated weapons as integral to their activity must:

* Locate and reserve a designated and approved facility or space.
  + Events utilizing real or simulated weapons and designated for “the entire campus” will NOT be approved.
  + Spontaneous or informal gatherings of such clubs cannot be approved.
* Annually file and have approved a *Request for Exception to the Weapons, Explosives and Fireworks Policy* by the NAU Chief of Police.
* No on-campus storage (including Residence Hall rooms) of personally owned weapons will be permitted.
  + This includes even “toy-like” weapons such as neon-colored nerf guns, light sabers, etc.
* Any personal weapon used in on-campus events and competitions must be transported in an appropriate, lockable carry case.
* All weapons (real and fabricated) owned by a department or pogrom must be stored in a secured location approved as part of the *Request for Exception to the Weapons, Explosives and Fireworks Policy* process. Gasoline must be appropriately stored and used in a properly ventilated area.

Event Planning

Event/Activity Approval Request Form

All student organizations that wish to hold an event on the NAU campus must seek approval for that event from Student Unions and Activities. To start the process, organization officers can fill out and submit the Event/Activity Approval Request form online through True Blue Connects or stop in to Student Unions and Activities and complete the form on their iPad bar.

Student Unions and Activities is located in room 111 of the University Union and is open Monday through Friday from 8:00 am to 5:00 pm during the regular academic semester. Staff members are available to assist student leaders in planning their events and collecting the necessary permissions and documentation including locating and reserving space on campus. The Event/Activity Approval Request form asks for information about the event including the name of the student organization, contact information for the student organizer and adviser, the name of the event, the proposed date and time, and a brief description of the event or activity. The event form also helps student organizations and Student Unions and Activities staff determine which other offices they will need to contact such as Facilities, Campus Dining, and the NAU Police Department. Advisers will be contacted for their approval as a part of the review process.  
  
Once all documentation is returned to Student Unions and Activities for processing, a staff member will review it. Please keep in mind that some events, especially those involving insurance and contracts, can take several weeks to process. If an event form is not submitted at least a week before the event we cannot guarantee that it can be approved. The event is not approved and finalized until the student leader has met with a staff member from Student Unions and Activities and he or she has approved the event form.

If you have any questions about whether an event or activity needs to be approved by Student Unions and Activities, please don’t hesitate to contact a staff member in the office.

Working with Campus Dining

Northern Arizona University Campus Dining has an exclusive contract for food service on the Flagstaff campus. If you are planning an event where food will be served you must contract with Campus Dining to prepare and provide the food. Campus Dining recognizes that student organization events are held on a tight budget and they offer a “No Frills Catering” menu that is designed to be easier on your budget. No Frills orders are designed to be picked up at the University Union. You may also pick up your order at South Dining in the DuBois Center for a $15 fee. Options include hot dogs and hamburgers, chips and dip, chicken wings, fruit and vegetable trays, desserts, and more. The menu can be found [here](https://northernarizona.catertrax.com/).

Campus Dining recognizes that occasionally there are circumstances where using their services is not cost effective. In these cases, student organizations can request a waiver of the food service requirement. Waivers will be granted if the food to be served is pre-packaged and sealed, if there is no charge to attend the event, and if food will not be sold to participants. Waivers will not be granted if the food to be served is to be prepared at home or needs to maintain a certain temperature. Forms to request food service waivers are available in Student Unions and Activities and must be turned in two weeks prior to the event.

The above policy is to ensure that those persons attending the event are protected from illness caused by improperly prepared or stored food and that NAU Campus Dining, Northern Arizona University, the Arizona Board of Regents, the State of Arizona, and the entity sponsoring the event are protected against liability.

Campus Dining is able to provide vegetarian, vegan, and Halal meals. They are also able to provide some kosher items, but at this time they do not have a kosher kitchen to prepare hot meals. If your student organization has questions or special needs, please contact Student Unions and Activities or Campus Dining to discuss them.

Contracts

There are only a few people who have the authority to enter Northern Arizona University into a contract. Student organization officers, members, and/or advisers **SHOULD NOT** sign any contract with a person or business. Student Unions and Activities can assist students with getting the proper approval and signatures for contracts. Remember, if you sign a contract on behalf of the University, you become personally liable for that contract. Contracts can take several weeks to process, so please plan ahead if your event includes speakers, performers, equipment rental, or other individuals or companies that are not part of the University.

Marketing Events

One of the keys to a successful student organization event is to get the word out and invite people to come. It is up to the student organization to decide how and where to advertise their events. Creativity is encouraged, but there are a few things to keep in mind.

There are vendor booth spaces available in the Union, DuBois Center, and Health and Learning Center as well as designated spots outside these buildings where student organizations can advertise events or pass out information. These must be reserved in advance through Student Unions and Activities and may require an Event/Activity Approval Request form depending on the nature of the advertising students wish to do. Student organizations may not pass out materials or solicit donations anywhere else inside the Union, HLC, or DuBois Center. In addition, individuals are not to block building entries and exits, walkways, or streets. The student organization is responsible for cleaning up any litter that is related to distribution efforts.

There are three bulletin boards available for student organization use in the Union—next to Student Life, near the Hot Spot, and outside the PRISM office on the second floor. These boards are cleared on the 1st and 15th of each month so keep that in mind when planning to advertise your event. Flyers should be taken to the Information Desk in the Union for approval and posting.

There may be sites to post flyers or other information in other buildings across campus. Please check with the individual building managers or main offices to determine whether posted information must be approved ahead of time.

All advertisements, posters, flyers, etc. must include the full name of the sponsoring student organization. All information must be factual, and should not mislead or misrepresent the real nature of a student or student group event, service, or activity. Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception of materials containing illegal content or that violate university or Board of Regents’ policies. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization. Student organizations should make every effort to remove their advertising materials the day after the event.

No signs or posters should be placed on trees, utility poles, fences, doors, walls or windows of buildings, car windows, or on any painted surface. When in doubt about whether or not it is okay to hang something in a particular location, wait and check with the building manager.

No posters or advertisements can be placed in any residence hall without permission from the Residence Hall Director. To post flyers in residence halls, please contact the Office of Housing and Residence Life at 928-523-3978. No door-to-door soliciting is permitted in the residence halls—this includes sliding flyers or other materials under doors.

Travel Guidelines

The University does not have an official policy on student organization travel. In general, student organizations and their advisers are responsible for deciding whether travel is necessary and in line with the mission and goals of the organization. Making travel arrangements can be expensive and time consuming and student organizations should begin to plan well in advance of the travel dates.

Student organizations are representatives of the University and are responsible for adhering to the Student Code of Conduct, University policies and all applicable national and local laws when traveling.

Use of University Vehicles

When approved, registered student organizations may use state vehicles (cars, SUVs, vans, etc.) to attend educational conferences and/or other educational activities directly associated with the mission and scope of Northern Arizona University. State vehicles to be driven by the members or adviser of the organization will not be approved for social activities, community service events, sports competitions, or other activities falling outside the direct educational mission of the University. Students may not drive state vehicles to an event or activity for which they receive a benefit, such as a field trip for which they earn course credit.

In order to use a state vehicle, the student organization adviser must accompany the group on the trip. All drivers must possess a valid driver’s license and be registered with the University as an authorized driver. Authorized drivers are those who are employees of NAU and who are driving as part of the official duties of their employment for NAU (student employees driving members of their student organization to a conference or competition generally do not meet this criteria). Drivers of multi-passenger vans must have an NAU van training certification card.

Transportation Services requires payment via interdepartmental transfer. Student Life will not provide an account number to student organizations for the purposes of paying for state vehicles so student organizations must make other arrangements. In some cases, the adviser’s department may be willing to provide an account number and be reimbursed by the student organization.

Student organizations wishing to use state vehicles should meet with a staff member from the Office of Student Life to discuss the request and obtain a Vehicle Utilization Request form. The completed form must be returned to Student Life at least two weeks prior to the trip. Completion of the form does not guarantee approval of the use of a state vehicle for the student organization event or the availability of state vehicles.

Use of University Shuttles and Charter Buses

Registered student organizations may arrange to use university shuttles or charter buses, driven by a university employee, with appropriate approval from Student Life. Shuttles or charter buses may be requested for educational activities as described above as well as social, community service, athletic, or other events.

Student Life will not provide an account number to student organizations for the purposes of paying for shuttles or charter buses so student organizations must make arrangements to pay directly via check, credit card, or other approved method.

To request university shuttle buses, student organizations should use Parking and Shuttle Services [online request form](http://nau.edu/Parking-Shuttle-Services/Charter-Service-Request/). Parking and Shuttle Services staff will contact Student Life for appropriate approval before finalizing the reservation. To utilize charter buses, the student group should contact [student.life@nau.edu](mailto:student.life@nau.edu) and Student Life staff will work with Transportation Services to initiate the reservation.

In both cases, student organizations will be required to fill out any relevant paperwork (GAMMA registration, Sport Clubs travel paperwork, etc.) before final approval is given.

Financial Considerations

Student Organization Bank Accounts

Northern Arizona University does not provide banking services for student organizations. Organizations that have funds to deposit from member dues, fundraising, or other sources should create and maintain an off-campus bank account. The Office of Student Life can provide information about area banks and what they require in order to open an organizational account. As an adviser, you should be aware of the money that is coming and going in the group and assist the students in being good stewards of their funds. Here are some things to keep in mind when dealing with a student organization bank account:

* DO NOT deposit funds in the personal accounts of members or the adviser. When personal and organizational funds are mixed together there is a risk for mismanagement of funds, intentional or not.
* DO NOT use personal credit cards or debit cards to cover organizational expenses. You run the risk of being stuck with the debt if the organization cannot repay you.
* Consider having at least two signatures on the account to lessen the risk of mismanagement of funds.
* Consider associating the advisers name with the account to provide continuity as officers change year to year.
* Keep good records of your bank account numbers, location, and balances—the Office of Student Life does not keep this information on file.
* Student organizations that collect annual dues or participation fees, do extensive fundraising, and/or have a substantial annual budget are encouraged to set up additional financial oversight measures such as an advisory board, regular budget reports to the organizational membership, and/or an annual financial review.

Foundation Accounts

Student organizations who wish to accept charitable donations may do so through the university Foundation. Some groups have had success soliciting alumni, family members, and the community for monetary donations to the organization. For more information or assistance with this process, please contact the Office of Student Life.

Federal Tax ID Number (EIN)

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization. If your organization applies for funding through the University or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to get paid. You will also need this number to open a bank account.

Student organizations are not allowed to use the University’s tax ID number or non-profit status. If your organization is affiliated with a national organization (Greek chapters, honoraries, etc.) you should contact them to see if you are able to use their tax ID number or if you should apply for your own.

The easiest way to apply for a tax ID number is online through the IRS website. If you have questions or need assistance, you should contact the IRS directly. They can be reached at 1-800-829-4933.

Tax-Exempt Status

Most student organizations at NAU are not legal nonprofit entities. Recognition as a nonprofit organization such as a 501(c)3 is a different and more lengthy process than applying for a tax ID number. Please review the IRS website for more details if your organization is interested in pursuing this option. You may also check with your affiliated national organization to see if they permit chapters to use their nonprofit status. Student organizations that wish to provide a tax benefit in exchange for donations may do so through the NAU Foundation.

Student Organization Funding

Student organizations do not automatically receive funding from the University. Many organizations hold fundraisers throughout the year to offset their costs. Members need to seek approval through the Office of Student Life for any fundraiser they wish to hold on campus.

There are three main sources of funding for student organizations on campus—Associated Students of NAU (ASNAU), STudent Activities Council (STAC), and Sodexo Programming Funds. For details and how to apply, see the Student Organization Guidebook.

Fundraisers that are Not Permitted on Campus

**Bake Sales**

Due to food safety regulations and the university’s contract with Sodexo, student organizations are not allowed to sell homemade baked goods or other foods on campus. You may hold a bake sale if you purchase cookies, cupcakes, or other items through Sodexo and resell them for a profit.

**Date Auctions**

Date auctions or other events where students or staff members are auctioned off to the highest bidder as a date or to provide services to the winner tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

An extension of the issues above is the need to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist is the concept of "whoever pays is entitled." Many sexual assaults result from the assumption on the part of one or both of the participants that whoever pays for the "date" is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

A date auction often involves members of the organization spending time with a stranger that they otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding and cannot guarantee the safety of its members. Given these concerns and with the many positive and imaginative alternatives that organizations have for raising funds, auctions should be avoided and will not be approved on the NAU campus.

**Any Event Where Alcohol is Involved**

Risk Management and Crisis Response

Adviser Liability

Advisers to student organizations play an important role in managing institutional risk. When a group is planning an event or activity, the adviser should challenge the students to consider any foreseeable risk of injury or harm and take steps to mediate that risk. Advisers also have a duty to explain the law and campus policies to students and the risks inherent in violating laws or policies. In general, advisers are protected from legal liability when they follow policies and procedures and make a good faith effort to take reasonable precautions against risk. If you have a concern about any activity that your student organization is engaging in, contact the Office of Student Life.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the University to report statistics concerning the occurrence of specific criminal offenses reported to NAU Police or any official of the institution with responsibility for campus and student activities.

Northern Arizona University provides annual crime statistics as part of the requirements for the Clery Act.  The Annual Clery Report is published annually by the Northern Arizona University Police Department. In addition, the University publishes an annual Fire Safety Report as part of the Higher Education Opportunity Act.  See the following links to learn more about these annual reports: [NAU Crime Statistics](http://www4.nau.edu/police/Clery_Report.htm) and [Fire Life Safety](http://nau.edu/Facility-Services/Operations/Office-of-the-Fire-Marshal/).

 According to the Clery Act, student organization advisers are considered [Campus Security Authorities](http://nau.edu/Police/Campus-Security-Authorities/) (CSA). If, in your role as adviser to a student organization, you are made aware of crimes you MUST report that information to the NAU Police Department. If you hear a story – even if it is second hand – about a possible crime (e.g. hate crimes, illegal weapons possession, violation of drug and liquor laws, robbery, sexual offenses, assault, burglary, motor vehicle theft, arson, etc.) you MUST report it to NAUPD.  Specifically, the Clery Act says the following:

“The function of a campus security authority is to report to the appropriate law enforcement personnel, either campus police or local police, or to an official or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith.  A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. For example, if a resident assistant who has been identified as a campus security authority is told by a fellow student that she has been raped and is seeking emotional and medical support, the resident assistant should report this as a crime. It is reported regardless of whether the victim chooses to file a report with law enforcement or press charges. “

The NAU Police Department has created a short [form](http://nau.edu/Police/_Forms/PD85-(CSA-Crime-Statistics-Report-Form-Website-Reporting)-6-17-15/) for you to use to report these incidents. If you have any questions, please feel free to contact the Director of Clery Compliance, Kirk Fitch, at [kirk.fitch@nau.edu](mailto:kirk.fitch@nau.edu) or 928-523-9491.

Risk Assessment

When planning an event, student organizations should consider risks in five categories:

* Physical risks involve harm or injury to the physical body. Examples might include injuries due to physical activity, food-related illnesses, use of alcohol or drugs, dangerous travel conditions, and medical emergencies
* Reputation risks apply to the reputation of the individual officers and members, the reputation of the student organization, and the reputation of Northern Arizona University. Examples might include poor conduct or behavior, a negative representation of the group, or hazing of members.
* Emotional risks involve the thoughts and feelings of members and participants and any other constituents of the event or activity. Examples may include hazing of members, lack of accessibility for participants with disabilities, sensitive or controversial subject matter, adverse reactions of participants, or disruption of the campus community.
* Financial risks apply to the budget for the specific event and the overall financial health of the student organization. Examples include poor budgeting, the incursion of debt, overspending, and mismanagement of organizational funds.
* Facilities risks include the safety and maintenance of the facilities used by members and participants. Examples might include lack of proper set-up or clean-up, safety and security issues, and damage to University or community facilities.

Advisers and student leaders should asses all risks associated with an activity, considering both the probability of occurrence and the severity of potential consequences. When the probability is high that something will go wrong and the consequences are serious, the organization should reconsider sponsoring the event or activity. In all cases, student organizations need to take actions to minimize risk and develop contingency and crisis response plans in case of emergency. The Office of Student Life reviews and approves all student organization events and can assist in the risk assessment process.

Crisis Response

Even if reasonable precautions are taken to minimize risk, student organizations may occasionally find themselves facing an emergency situation. Examples include, but are not limited to: an injury or incident that occurs during an organization event; an injury or incident that occurs while the group is traveling; the death or serious injury of a member of the student organization. Organizations need to deal with an emergency or crisis effectively to minimize the potential for harm to students, the organization, and the University. The adviser’s role is to assist the students in responding to the emergency situation and support the organization as it deals with the event.

The first step in any emergency is to make sure that everyone involved is safe and, if necessary, to call for help. CALL 911 FOR EMERGENCY ASSISTANCE.

Once any immediate concerns are dealt with, the adviser or a student leader should notify the Office of Student Life of the situation as soon as possible. The Office of Student Life can assist you and your organization in making the appropriate contacts including law enforcement, family members, Public Affairs (press contact), etc. Student Life will work with the organization to determine the next steps and make referrals to resources such as Counseling Services.

Campus Resources

Campus Dining/Catering

The University has an exclusive contract with Sodexo for all food services on campus. All ordering is now done online. Menus for both traditional and no-frills catering can also be found online.

[Campus Dining/Catering](https://nau.edu/dining/catering/)

(928) 523-4981

[catering@nau.edu](mailto:catering@nau.edu)

Counseling Services

Counseling Services provides short-term counseling and consultation services for students with a variety of concerns. They can work with students on concerns ranging from adjustment to college to relationship issues to anxiety and stress. Students with immediate concerns can be seen the same day. If a student expresses concerns to you that you feel are beyond your scope or comfort level, a referral to Counseling Services may be in order. They have published some [useful information for faculty and staff](http://nau.edu/Counseling-Services/Guide-For-Faculty-and-Staff/) about helping a student in distress.

[Counseling Services](http://nau.edu/counseling-services/)

Health & Learning Center

(928) 523-2261

Disability Resources

Disability Resources works with students, faculty, and staff to ensure full inclusion of all people into campus activities. We encourage student organizations to work to make their events accessible to all interested participants. If you need suggestions for program or event modifications, Disability Resources may be a good resource.

[Disability Resources](http://nau.edu/Disability-Resources/)

Health & Learning Center

(928) 523-8773

[dr@nau.edu](mailto:dr@nau.edu)

Gateway Student Success Center

The Gateway Student Success Center provides academic advising services and programs for first-year, exploratory, and premed students as well as any student transitioning between majors.

[Gateway Student Success Center](http://nau.edu/gateway/)

(928) 523-4772

[gateway@nau.edu](mailto:gateway@nau.edu)

NAU Police Department

The NAU Police Department is available to assist student organizations in a variety of ways. Organizations should contact them when they are planning a large-scale event such as a 5K race or outdoor concert to assist with security for the event. Police officers are also available to assist at events like fundraisers where student or advisers may need to move a large amount of money from one location to another. NAU Police should also be contacted in emergency situations or when there is suspicion of illegal activity involving the student organization or its members.

[NAU Police Department](http://nau.edu/police/)

(928) 523-3611

Emergency: 911

[askNAUPD@nau.edu](mailto:askNAUPD@nau.edu)

Office of Student Life

The Office of Student Life registers and oversees all student organizations. Staff members are available to consult with student organization members and advisers on all types of issues from conflict management to leadership training. Student Life staff members are also able to work with students dealing with a personal emergency or crisis. Staff members are available to meet with students Monday through Friday from 8 am to 5 pm when the university is open.

[Office of Student Life](http://nau.edu/student-life/)

University Union, Room 104

(928) 523-5181

[student.life@nau.edu](mailto:Student.life@nau.edu)

Academic Success Centers

The Academic Success Centers offer free tutoring, supplemental instruction, and study skills workshops to NAU students. Staff members are available to present specialized workshops to your student organization or work with individual students that are referred to them.

[Academic Success Centers](https://nau.edu/SSI/Academic-Success-Centers/Welcome/)

University Union Fieldhouse (North)

(928) 523-5524

Learning Resource Center (South)

(928) 523-7391

Other Resources

Books and Articles

Ahren, C., Ryan, H., & Niskode-Dossett, A.S. (2009). Making the familiar strange: How a culture audit can

boost your advising impact. *About Campus, 14* (1), 25-32.

Bloland, P.A. (1967). Student group advising in higher education. *Student Personnel Series, 8.*

Coomes, M.D. & DeBard, R. (Eds.). (2004). Serving the millennial generation. *New Directions for Student*

*Services, 106.*

Droste, A., Graves, J., Hill, R., Ruder, J., Snyder, B., & Wendel, H. (2006). Student-faculty interactions in

context: A study o f faculty advisors and student organization advisees. *Journal of the Indiana University Student Personnel Association, 2006*, 54-70.

Dunkel, N.W., & Schuh, J.H. (1997). *Advising student groups and organizations*. San Francisco, CA:

Jossey-Bass.

Ozaki, C.C., & Johnston, M. (2008). The space in between: Issues for multiracial student organizations

and advising. *New Directions for Student Services, 123*, 53-61.

Rotz, M.J., & Pesco, I.R. (2002). I dream of…a great adviser. *Campus Activities Programming, 35* (2), 8-11.

Yoon, H. M. (1996). Advising student organizations: What is it that we do? *Campus Activities*

*Programming, 28* (8), 58-61.

Online Resources

[ACPA Adviser Manual](http://www.myacpa.org/sites/default/files/acpaadvisormanual.pdf.pdf)

[Beloit College Mindset List](https://www.beloit.edu/mindset/)