Table of Contents

The Office of Student Activities Staff

The Office of Student Activities

Student Development and Leadership

Volunteer Services and Non-Traditional Student Services

Student Activities Resources

- ○
- ○

- ○ <u>each</u>
- ○
- ○

- ○
- ○ <u>each</u>

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  - ○

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  - ○

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Student Recreation and Wellness Center

Fitness and Wellness

Intramural Sports

TREK Outdoor Education & Leadership Programs

Student Activities Contact Information

Beth Rutt,

Emily Bergsieker,

Kristie Brinkley,

Jason Cannon,

Mike Busekrus,

Kevin Sneed,

Important Campus Contact Information

Essential Knowledge and Skills of a Student Organization Advisor

Facilitator University Model

Advisor Role

Mentor

Team Builder

Conflict Mediator

Reflective Agent

Advisor Responsibilities

Be there.

Help plan.

3. Know University policies.

Manage risk.

Use facilities available.

Know about money.

Advisor Expectations

Adopted from UNL Student Organization Advisor Guide

Attend meetings and events regularly
Be open to communicating with members and officers
Promote **C**ooperation rather than competition
Assist in **D**eveloping long term goals
Encourage discussion of relevant issues
Foster a relationship of trust with students
Be a **G**ood listener
Help officers improve leadership skills
Discourage **I**nappropriate ideas
Judge students
Kick-start enthusiasm
Let members know expectations and roles
Meet regularly with organization leaders
Notice organization and member accomplishments
Keep your sense of hum**O**r
Praise publicly, criticize privately
Be accessible and available for any **Q**uestions
Request all agendas and minutes
Strict   No, laissez-faire   No, middle ground   Yes
Avoid **T**aking sides and remain objective
Understand the goals of the organization
Be a **V**aluable resource
W

Develop and use constitutional e**X**pertise
Provide reasons for **Y**our suggestions
Go to your organi**Z**ation for help. It builds confidence and team spirit

Creating and Keeping a Successful Student Organization

Group Studio

1. Log into MyCentral (https://mycentral.ucmo.edu/cp/home/displaylogin)with your 700#
2. Click on the Group icon   upper right just below the black bar
3. If your group has been created and you are the leader of a group, it will appear under the My Groups tab. If you are looking for a group click on Group Index and click through the categories or search for your group.
4.

The following items must be completed within Group Studio (MyCentral) to be a registered student organization with the Office of Student Activities:

1. **Add members**
   a. Below configuration tools on your group page click members
   b. Click on add members
   c. Members can be add by searching for first and last name or by UCM email
   d. When you click on add for the first time a pop-up box will appear that the top and you need to click to temporary allow then click add member again. You will then need to type a comment to this person so they know they are being added to your group. (Example: Welcome to the leaders group in MyCentral.)
   e. **Note: If you have more than 50 member, email an excel document with 700# to Emily Bergsieker   bergsieker@ucmo.edu and we will upload them for you.

2. **Add constitution**
   a. Below content tools on your group page click manage files
   b. Browse for your file (constitution)
   c. Click add

3. **Add officers**
   a. Officers must be added using the Group Studio Leader Application
      i. See directions (Group Studio Channels) below on how to add this to your page.
   b. Select the current year
   c. Select the group to which you wish to create an Officer listing. If a group is not listed you are not a leader of that group.
   d. Select the group members name for the first officer.
   e. Select the officer position. If the position is not listed, contact Emily Bergsieker, bergsieker@ucmo.edu to ask for the position to be added.

Using the Group Studio Leaders channel

Page) and to capture the data for future use when building co-curricular transcripts.   The design is basic and easy to follow.   As you build the listing, you can modify entries as needed or renew the file as many times as you want. You can view the results from the Manage Guest Page feature on your group tools console.

Officer titles are established in our campus-wide data system. If you do not find a listing for your officer title, please contact the Student Activities office.

Changing Permissions as Officers Change positions

When you elect new officers, please make sure that you change the permissions in MyCentral so the new officers have access to the group.

This can be done by doing the following:

- o Below configuration tools on your group page click permissions
- o Click on the edit group leader button to the left of the names
- o Select the new leaders name then clicks add.
- o To remove a current leader the new leader must do it. This process is done the same as adding a new leader except you click remove instead of add.

Delegate to others!

Recruitment

Set Recruitment Goals

Get Everyone Involved

Design an Advertising Campaign Using Visual Elements

Motivating Members

People Need to Feel Important

Give Praise

Give People Status

Programming

Continuity

Questions that relate to the program:

Coordination of Effort

Positives: Negatives:

Tips for Helping Groups Deal with Conflict

[   ]

Officer Transition

The Team Effort

Ways to Give Recognition

Student Funding Committee

ARTICLE I

ARTICLE III

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3. *Graduate Assistant-A graduate assistant will be hired by the Director. The GA will be funded by SFC to fulfill administrative duties in funding organizations. S/he will attend SFC meetings, but will not be permitted to vote on proposals. The duties for the GA will include: taking minutes of all SFC meetings, distributing copies of those minutes to SFC members, reserving SFC meeting rooms, posting SFC meeting rooms and times, and helping to process paperwork concerning SFC accounts. (This GA could be part-time with Student Development or Leadership)*

ARTICLE V

ARTICLE VI

SFC Graduate Assistant

] [<   [

ARTICLE VII

SFC Conference & Travel Request Form

This form is used for funding requests by student organizations to attend regional or national conferences. As part of a conference/travel request, a brochure or official description must be attached when the proposal is submitted, and must include any pricing information associated with the conference. Please provide a breakdown of funding. Provide mileage (if applicable), using the appropriate rate, which can be obtained through the Office of Student Activities. Indicate round trip for the faire and mileage. Source for estimate airfare should be provided with proposal.

Organization Name: _____

Conference Title: _____

Conference Location: _____

Transportation: **Subtotal**

_____

List of Student Participants

Organization Name:_____

Event:_____ Event Date:_____

	UCM Student Participants	Student ID Number
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____

I confirm that the above listed individuals are UCM students in good standing. I also understand that

Budgeting

Budget

Budget

How to donate funds from the AF account

Closing an AF Account

Commercial Bank Accounts

Guidelines.

[ ]

Mileage Reimbursement

If the individual is not a current employee and receives funds $600 or greater, the individual will receive a 1099 from the University of Central Missouri.

Purchase Orders

Transfer of Funds

uFa1 12 Fo≥5DC B0opan s()3ɑlent e36m=l1 10802ID 41s Fy24 509re33ℬℽ3(mu)650822 621.11A>400

Fundraising

Income-generating events

Constitution, groups recognized under federal law as charitable or religious *(Missouri* UCM is not a charitable organization.

[ ]   *

Campus Safety

Public Perception/Knowledge

Crisis Management Worksheet

Crisis Worksheet

Information

Notification

Advisor Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization Advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time, 4 = most of the time, 3 = some of the time, 2 = almost never, 1 = never

_____ I actively provide motivation and encouragement to members.
____

Student Leader/Advisor Worksheet