

RSO Advisor Training

Recognized Student Organization On-Campus Staff/Faculty Advisor

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Congratulations ~ You're an RSO Advisor! & Thank you for supporting our students in this capacity.

You are taking advantage of your own enhancement through professional learning and development of the org advisor by injecting fresh experiences and perspectives into your work through learning more about the student viewpoint.

A great advisor can be an anchor and a constant for a student organization over time. You are joining other who value and believe in this kind of service to students.

As an On-Campus RSO Advisor, you are eligible to be nominated as RSO Advisor of the Year at SLIC Leadership Banquet at the end of the Spring Semester!

Good Advisor

- Signs paperwork for the org.
- Org leadership knows who you are.
- You know who the org leaders are.
- Have 1-2 meetings per year with org leaders.
- Connects students as needed to campus resources.
- Completes RSO advisor trainings - voluntary and mandated trainings.
- Only connect with org leaders when they absolutely need your service.



Great Advisor

- Org leadership knows where you are located on campus, your department/division, and your availability.
- You know org leaders' motivations, desires, goals, and passions for leading the org.
- Regularly connects with and takes the initiative to bring the org leaders together to support org goals and operations.
- Attends the org's events to show support to students and to help at the event, if needed.
- Connects students to needed campus resources and explains the purpose of the resource to supporting the org or student/s.
- Completes RSO advisor trainings - voluntary and mandated trainings.



On the Team

SLIC Provides:

- Holistic organizational advising
- Individual advising
- Programmatic support
- Higher-level conflict and behavior mediations, works collaboratively with SCED to handle org conduct.
- Support for RSO Advisors

RSO Advisors Provide:

- Day to day organizational advising
- Day to day individual advising
- Day to day administrative and campus support
- Financial advising
- First in line for conflict and behavior mediations within the org.



CSU EO 1068 Requirement

Every Recognized Student Organization in the California State University system is required to have a University Advisor who is a full time or part time faculty or staff member ([CSU Executive Order No. 1068](#)).

Each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member who is an employee of the CSU, or one of its auxiliaries. Advisors must be verified by Student Leadership & Involvement Center. Advisors are an important campus resource and help with an organization's continuity from year to year.



CSU EO 1068 Requirement

Club officers are responsible for finding an Advisor and informing Student Involvement within two (2) weeks from when an Advisor is selected or replaced. Appointment of the Advisor role is a mutual selection decision between the student organization and prospective advisor. However, the final decision rests with the student organization. The Vice President of Student Affairs reserves the right to remove a student organization's Advisor(s) if in violation of campus policies, direction, federal, state, or local laws.

Club officers are responsible for including Advisors on the club's Sammy App membership roster. Student Organizations with no Advisor/s listed on the club's membership roster will lose university recognition status.

Selection as an Advisor

Officers are responsible for finding an Advisor and informing SLIC within two (2) weeks from when an Advisor is selected or replaced.

Appointment of the Advisor role is a **mutual decision** between the student organization and prospective advisor.

However, the final decision rests with the student organization.



Role of RSO Advisors

The Advisor's role is to assist RSOs in achieving their goals and objectives by being a liaison. The university expects Advisors to advise RSO members and officers of relevant state laws and University policies and to take reasonable action to enforce them.

Therefore, the Advisor should be knowledgeable of University policies and procedures.

1. Education & Guidance

- Continuity
- Encourage development of organization and members
- Institutional knowledge and processes

2. Compliance & Resources

- Knowledge of Policies
- Available Resources
- Financial Guidance and Opportunities

3. Challenge & Support

- Molding students and the organization for success

Education & Guidance

Providing Continuity

Students serve as an officer in their organization for no more than a couple of years, maybe even less.

Advisors provide organization's with continuity or long-term connection and historical knowledge of the organization.

- Ongoing student development
- Navigating university processes
- Support with transitions
- Help through mistakes/failures
- Wisdom and experience
- Check in with organization officers

Education & Guidance

Encourage development of organization & members

Advisors can provide leadership training, connections, links to national/regional organizations, and community connections.

The best RSOs are the ones where Advisors can provide leadership opportunities or mentorship for officers and members.



Education & Guidance

Institutional Knowledge and Processes

You can help officer navigate the CSUEB operations and provide support in their academic journeys.

Supporting RSOs know what is required such as forms and/or paperwork for registration or event hosting special events.

- Marketing/promotional assistance
- Navigating the Rec & Renewal Registration
- Overall success at CSUEB
- Time, Place, & Manner support
- Financial Management

Commonly Asked Questions

Education & Guidance

- **How much is too much advising?**
 - When you feel like you are taking control. There are times you may need to take the lead, however students must lead event if it does not always work out.
- **How often should I meet with officers or the whole organization?**
 - Biweekly or as needed might be best, take the cues from the students.
- **Which events should I attend?**
 - Attend their key/core events for support!
- **Do their meetings/events need to be supervised?**
 - For the most part no. Typically only if there is risk involved.

Commonly Asked Questions

Education & Guidance

- **Why does it take so long for a student organization to get established?**
 - SLIC review, student/advisor verification, Officer Trainings, etc.
- **What goes into starting a new student organization?**
 - At least 5 Officers, On Campus Advisor, Constitution, & Trainings + Forms
- **What is my responsibility during the registration period?**
 - Remind the organization of deadlines, provide guidance, assist in registration, and completing the Advisor Agreement form + trainings as needed

Compliances & Resources

There are times when advisors can let an RSO fail, but there are times when that is not an option if the stakes are too high.

Knowledge of Policies

Advisors are the ones ensuring RSOs and members don't violate, and are compliant with, university policies.

- Time, Place, and Manner
- Clery Act Reporting
- Title IX
- Financial Reporting
- Event Submissions

Compliances & Resources



Available Resources

RSO advisors can tap into methods for success of the students and the organization.

BaySync – seeing submitted events and organization information.

Event Management Resources - forms, lots of lead time, etc.

SLIC contacts and support.

Events are a backbone of RSO success. Knowing how to effectively plan programs or events is critical.

Compliances & Resources

Financial Guidance and Opportunities

Financial transactions and management must be accurate, transparent, and consistent with university guidelines.

- SLIC/RSO financial guidelines
- ASI funding requests
- Risk Management & Insurance



Campus Reservations

- Campus facility reservations for RSOs should be processed and reserved by SLIC on behalf of the RSO.
- If the location cannot be reserved by SLIC in 25Live (i.e. CORE or specific classrooms) then a confirmation email or the 25Live reservation number must be submitted to SLIC via BaySync by the RSO.
- If a department is hosting the event, and the student organization is using AS funds to support, the event must be submitted in BaySync for items purchased.
- Student organization funds should only be used by the students as faculty/staff have a different reimbursement process.

Commonly Asked Questions

Compliances & Resources

- **What are places events can be held on campus and where does an RSO start with that?**
 - Variety - SU, FD&O, classrooms, SRAC, exterior spaces and more - SU, FD&O are main starting points with forms
- **How important is it to report potential or confidential Title IX concerns?**
 - VITAL - reporting key for compliance but also student support - remember training obligations
- **What is Time, Place, and Manner and what is my role in educating my RSO on those concepts?**
 - Explain it and how advisors help balance advocacy and student voices with university policies to maintain operations

Commonly Asked Questions

Compliances & Resources

- **How can my student organization get funding?**
 - ASI Funding Requests, events/fundraisers, donations, partnerships, etc.
- **What can the RSO spend the money on?**
 - Food, attire, events, travel, etc. – should be a benefit of the entire organization and not only individuals.
- **Where does the RSO go to do banking?**
 - SLIC
- **What are the best ways of ensuring the RSO is managing their money effectively and transparently?**
 - Publish everything for all to see - keep records - two people managing cash handling
RSO Handbook offers good ideas in this area.

Challenge & Support

By being present, you can shape the students and the RSO to help it be successful.

Notifying SLIC or the university of any rallies, protests, or activism to ensure safety of students and that their voices are heard.

Challenge student thinking and identify/stop risky behavior around hazing, alcohol, inappropriate relationships, etc.

Ask them questions to explore relevant topics.

Help them be recognized through RSO Awards at the Leadership Banquet!



Available Links & Resources

The following are critical links to areas you should be aware of:

- Clery mandatory training through CSU Learn for RSO advisors. (You are a mandatory reporter).
- Title IX office - <https://www.csueastbay.edu/administration/title-ix/>
- Time, Place, and Manner - <https://www.csueastbay.edu/administration/freedom-of-speech-expression/csueb-addendum-to-the-system-wide-tpm-policy.html>
- Student Leadership & Involvement Center - <https://www.csueastbay.edu/slic/>
- Associated Students Inc. funding requests - <https://www.csueastbay.edu/asi/asi-government/student-club-funding.html>

Success in your Role as an Advisor



Reminder that SLIC is here to help your RSOs but you are the primary support!



Be hands on and a resource for the organization. Don't do the work for them. Help them grow.



Be familiar with campus resources and referrals. Intervene if things in the RSO start to go in the wrong direction.