



Westminster College Organization Advisor Guide

Updated September 2018

Studies have shown that being involved in meaningful activities while in college is a significant indicator for success in college.

*Westminster College
Office of Student Affairs
319 S. Market St.
New Wilmington, PA 16172*

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Introduction

ADVISOR: One who advises another, especially officially or professionally: consultant, counselor, mentor

As an advisor for a student organization at Westminster College, you have the unique opportunity to interact with Westminster students in a co-curricular context. Each advisor will perceive his/her role within a student organization differently. Some will be in an active role with their organization, attending events and meetings, while some will remain more distant. However there are certain roles that each advisor must fill, which are explained throughout this guide.

Co-curricular involvement in student organizations is a vital part of the overall collegiate experience. It provides students the opportunity to apply what they are learning inside the classroom to their lives outside of the class, and carry that knowledge and experience after they leave Mother Fair. The concept of true learning integrates personal development with academic learning, thereby creating more diverse and knowledgeable students, and bridging the gap between academic learning and student affairs¹. Co-curricular involvement enhances student learning along with their cognitive, ethical, moral, and psychosocial development². This involvement through student activities prepares students for personal and professional success beyond graduation. Westminster College encourages and applauds our students in their involvement on campus and engagement in the community, and student organizations provide an important avenue to engage in this co-curricular experience.

¹R.P Keeling, Learning Reconsidered: A Campus-Wide Focus On The Student Experience? (Washington, DC: National Association of Student Personnel Administrators, 2004) quoted in Kathy Collins and Darby Roberts, Learning Is Not a Sprint: Assessing and Documenting Student Leader Learning in Cocurricular Involvement (Washington, DC: National Association of Student Personnel Administrators, 2012) 18-19..

²Kuh, George. (2009, November/December). What Student Affairs Professionals Need to know about Student Engagement. *Journal of College Student Development*, Volume 50, Number 6

What Makes A Good Advisor?

Provide Continuity - The nature of a college is that there is a turn around, every fall a new class comes in and every spring a class leaves us. Student organizations see campus leaders enter and exit, each making their mark through their tenure in the group. However, an advisor stays with an organization. They provide continuity and help ease the transition of new officers every year, both of which help to ensure the success and longevity of an organization.

Maintain Records and Information - Advisors keep the historical records of an organization, as they are a constant in the life of a group. You as an advisor should also keep the organization's information, whether in a binder or in a folder online (example- Google Docs). This will not only be beneficial to you, but also allow a greater ease with transitions in officers throughout the years.

Serve as a Mentor - An advisor is not the leader of an organization, however they are a mentor and guide. Officers need support and will come to you to receive that assistance. By being familiar with policy and the organization itself, you are able to provide the guidance that they need.

Be Familiar with Organization Policy – An advisor is familiar with the bylaws of an organization and the organization's constitution. By being familiar with these policies, you are able to assist and guide the officers and organization as a whole in living by the purposes and principals outlined at its founding.

Be Knowledgeable about College Practice – Advisors must be familiar with the practices and procedures of Westminster College itself. This handbook will be a resource to answer the questions you have of the college's policies.

Be Committed to Student Learning – Advisors should facilitate student learning within the organization and should encourage student buy-in so that the learning process can be a shared responsibility.²

Advisors are also encouraged to...

- ✓ Facilitate an annual review of the organization's constitution and by-laws.
- ✓ Clarify his/her role as advisor to the group members.
- ✓ Facilitate a group goal-setting exercise in which the organization determines what they need to accomplish and how they plan to do that.
- ✓ Facilitate a budget planning session in preparation for SGA allocation meetings.
- ✓ Be available to the officers of the organization for consultation.
- ✓ Assist the officers in understanding their duties and organizing programs.
- ✓ Attend meetings as needed and when possible.
- ✓ Facilitate an effective transition meeting or retreat when officers change.

² King, K. (2012). Student organization advisors and student employee supervisors: Who is responsible for the process? In K.M. Collins & D.M. Roberts (Eds.), *Learning is not a sprint: Assessing and documenting student leader learning in cocurricular involvement* (pp. 103 – 128). Washington, DC: NASPA.

Campus Resources for Advisors

Gina Vance, Assistant Vice President for Student Affairs

McKelvey Campus Center
Student Affairs Suite - 341
(724) 946-7114
vancegm@westminster.edu

Student Experience Council (SEC)

Student Experience Council is charged with administration of the recognition and review processes. It also reviews and makes recommendations on policies pertaining to student life (student activities and organizations, Student Government Association, fraternities and sororities, orientation, and residence life) and intercollegiate and intramural athletics. The Committee evaluates applications from student organizations seeking official College recognition and conducts periodic review of existing student organizations.

Once every five (5) years each student organization is reviewed by the SEC to determine if the organization is functioning according to its constitution and/or by-laws and upholding the philosophy, purposes and goals of the organization and College. SEC will review an organization's completed Assessment Report. A representative of the organization will be responsible for meeting with SEC to discuss the report.

The Council also advises and makes recommendations to the Dean of Student Affairs on matters pertaining to student life. On matters pertaining to intercollegiate and intramural athletics, the Council advises and makes recommendations to the Director of Athletics.

Print Shop

Student Organizations may use Duplicating Services. They will use the same web form as college offices use, however you must be sure that there are funds available in the organization's account.

My Westminster

Begin at Community > Campus Groups > Student Affairs > Student Activities

From here you can find a wealth of information you will need as an advisor.

- ✓ Student Organization Guidebook
- ✓ The list of all student organizations
- ✓ List of all student organization officers

NOTE: You must update student organization officers and advisors when they change. This information is used in many ways by the college.

The screenshot displays the 'my.westminster' website interface. At the top is a dark blue header with the logo and a navigation menu: HOME, ACADEMICS, ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, MY PAGES. A search icon is on the right. Below the header, a breadcrumb trail reads: 'You are here: Community > Campus Groups > Student Affairs > Student Activities'. The main content area is titled 'Student Activities' and features a left sidebar with a menu: Overview, Activities Calendar, Student Activities (selected), Staff, Event Management & Planning, Withdrawing Student Survey, Travel & Risk Management Plan, New Student Checklist, Student Affairs Staff Resources & Tools, Forms, and My Pages. The main content is divided into three columns. The first column, 'Student Organization Resources', includes a 'View all handouts' link and a section for 'Student Organization Policies' containing an 'Annual Report Form' (.pdf, 61K) with a 'DOWNLOAD' button. The second column, 'Prospective Student Organizations', is partially visible. The third column contains 'On-Demand Reports' with a 'Student Organization Officers Report' link, and 'Student Organization Membership' with a 'View all bookmarks' link. Below these is an 'Ungrouped' section with a link to 'Update Student Organization Membership'. Icons for settings and print are in the top right of the content area.

To update go to the “Update Student Organization Officers” tab and enter the relevant information

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Community > Campus Groups > Student Affairs > Student Activities

Student Activities

Student Organization Resources

View all handouts

Student Organization Policies

Annual Report Form

(.pdf, 61K)

DOWNLOAD

Prospective Student Organizations

On-Demand Reports

Student Organization Officers Report

Student Organization Membership

View all bookmarks

Ungrouped

Update Student Organization Membership

Every organization has a page on My Westminster which can be accessed via clicking on the organization’s name on the list

This page is run by the organization. It can be used to:

- ✓ House bylaws
- ✓ Post rules and policies of the organization
- ✓ Post minutes of the meetings
- ✓ Showcasing national bylaws (for national organizations)

*This page can be difficult to manage. You may want to find some other digital space in which to store organization documents.

Finances

Another responsibility of an advisor is to make sure the organization is in good financial health. You must be attentive. You must be aware of the financial state of your organization.

You can interact with the finances of your organization in a few ways on My Westminster.

1. GL Account Lookup (Registry of all transactions)
2. Calculate Agency Fund Balance (Find the true account balance)

The screenshot shows the 'my.westminster' website interface. The top navigation bar includes links for HOME, ACADEMICS, ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. The 'FINANCES' link is active. Below the navigation bar, a breadcrumb trail reads 'You are here: Finances > Budget'. The main content area is titled 'Finances' and contains a 'GL Account Lookup' section with a red box around the 'Lookup GL Account Information' link. Below this is a 'DISCLAIMER' section with four numbered points. To the right, there is an 'On-Demand Reports' section with a red box around the 'Calculate Agency Fund Balance' link. Other links in this section include 'Calculate Restricted Fund Balance' and 'Work Study Over Under Report'. At the bottom right, there is a 'Documents' section with a 'View all handouts' link and a 'Help Information' section with a 'General Instructions' link.

Every organization on campus has an Agency Fund through the college.

- ✓ This fund operates differently than restricted or college operation funds.
- ✓ An organization may **NOT** have a bank account off campus
- ✓ Every organization has an account number that will be used for transactions with the Business Office. You must have this number.

ACCOUNT NUMBER should be passed down from one advisor to the next. In the event that you do not have this information contact the Business or Student Affairs Office. ***You must be the organization's advisor, President, or Treasurer on record to interact with the account.***

GL Account Look Up (Check Registry)

This report will show the organizations transactions.

Begin at My Westminster > Finances> GL Account Lookup

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Finances > Budget > GL Account Lookup

Budget ▼

- Student Finances
- Agree to Terms & Conditions
- My Pages ▼
- My Groups ▼
- Public Website
- Webmail
- Office 365
- Desire2Learn
- Network Resources
- Library
- Reserve a Campus Location

Finances

GL Account Lookup - Account Selection

Full Annual ▼ Select the way you want budget information returned.

☐ Include inactive accounts

☐ Include activity for fund accounts

Account Number Selection

Use one of the tabs below to select the account(s) you want to view.

Account Number Range | **Account Component** | Select From List

Begin Acct. #

End Acct. #

Enter full or partial account numbers in the boxes above.

Note: If both begin and end values are entered, then all accounts in that range will be returned. If only a "Begin" value is entered, then all account numbers that start with that value will be returned.

Click 'Account Component'

Fill in everything with a red box (i.e. Fund and Department)

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Finances > Budget > GL Account Lookup

Budget ▼

- Student Finances
- Agree to Terms & Conditions
- My Pages ▼
- My Groups ▼
- Public Website
- Webmail
- Office 365
- Desire2Learn
- Network Resources
- Library
- Reserve a Campus Location
- Need Tech Help?

Finances

GL Account Lookup - Account Selection

Full Annual ▼ Select the way you want budget information returned.

☐ Include inactive accounts

☐ Include activity for fund accounts

Account Number Selection

Use one of the tabs below to select the account(s) you want to view.

Account Number Range | **Account Component** | Select From List

FUND: DEPARTMENT: SUB DEPARTMENT: OBJECT:

Enter one or more account components above.

Date Range for Transactions

Select a Year ▼ Begin Period: July - Period 01 ▼ End Period: July - Period 01 ▼

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Finances > Budget > GL Account Lookup

Budget ▼

- Student Finances
- Agree to Terms & Conditions
- My Pages ▼
- My Groups ▼
- Public Website
- Webmail
- Office 365
- Desire2Learn
- Network Resources
- Library
- Reserve a Campus Location
- Need Tech Help?

Finances

GL Account Lookup - Account Summary

7/1/2015 Thru 6/30/2016

Account Number	Description	Beginning Balance	Unposted Balance	Posted Balance	Encumbrance	Ending Balance	Other Accounts Against Budget	Total Annual Budget	Over/Under Budget
	SGA - Stu Gov't/Fund Balance	(\$48,573.43)	\$0.00	(\$7,719.64)	\$0.00	(\$56,293.07)	\$0.00	\$0.00	\$56,293.07
Totals:		(\$48,573.43)	\$0.00	(\$7,719.64)	\$0.00	(\$56,293.07)	\$0.00	\$0.00	\$56,293.07

Export To Excel Refine Search New Search

To view the details transactions, click on the number in the Ending Balance column and the detail will open up.

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Finances > Budget > GL Account Lookup

Budget ▼

- Student Finances
- Agree to Terms & Conditions
- My Pages ▼
- My Groups ▼
- Public Website
- Webmail
- Office 365
- Desire2Learn
- Network Resources
- Library
- Reserve a Campus Location
- Need Tech Help?

Finances

GL Account Lookup - Transaction Detail

Account Number
Account Description
Beginning Posted Balance
Ending Balance

SGA -Stu Gov't/Fund Balance
(\$48,573.43)
(\$56,293.07)

7/1/2015 Thru 6/30/2016

GL Account Number	Source Code	Group Number	Line Number	Date	Description	Amount	Status	Other Transaction Information
	IV	6029	7	07/02/2015	SGA/balance due	1950.00	Posted	View
	IV	6077	10	07/31/2015	SGA/MO 27398	397.43	Posted	View
	IV	6103	10	08/13/2015	SGA/acct#2003-6091-5 Apr&May papers	405.00	Posted	View
	IV	6135	4	08/27/2015	SGA/shirts for incoming class	2137.50	Posted	View
	IV	6150	16	09/03/2015	SGA/inv#4394 first year meeting	132.00	Posted	View
	IV	6167	34	09/10/2015	SGA/Lady Caress deposit	255.00	Posted	View
	IV	6167	37	09/10/2015	SGA/Backpack Program	2954.97	Posted	View
	IV	6167	40	09/10/2015	SGA/buses for Pirates game 9/11	600.00	Posted	View
	JL	3550	42	09/15/2015	SGA Allocation 2015-16	51900.00	Posted	View
	IV	6184	46	09/15/2015	SGA/cupcakes for Constitution Day	180.00	Posted	View

Agency Fund Balance

This report accounts for roll over from previous years and provides the current, correct balance. Only advisors have access to Calculate the Agency Fund Balance.

To run the Agency Fund Balance report:

- ✓ Input account number without “07”
- ✓ Click Generate Report

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How Organizations Receive Funds

- ✓ Collect dues from members, if your constitution states this.
- ✓ Request money from SGA
- ✓ Fundraise

ALL funds must be deposited in the organization's Agency Fund

A note about fundraising

While fundraising is one way for organizations to increase funds, it has proven less effective in recent years. Organizations are encouraged to utilize funding provided to them by SGA. This statement does not refer to philanthropic funding.

Requesting money from SGA

SGA sets aside a significant portion of its budget to assist student organizations with programming and other initiatives. SGA publishes annually policies for how SGA funds can be spent. Generally speaking, SGA money should be used to foster all-campus programming and to provide a base level of administrative support for organizations.

To secure SGA funding, the organization must participate in the Audits & Allocations process. Funds requested in the beginning of the semester apply to the current fiscal year (July 1 to June 30).

Audit

This is a review of all the financial activity over the last year (i.e. all activity following the last audit and allocation process)

- ✓ Audits dates are announced by the SGA Finance Chair each year. Each organization will sign up for a 15 minute time slot.
- ✓ Prior to the audit, all dues, fundraisers , etc. must be deposited into the group's account at the Business Office.
- ✓ SGA Finance Committee will grade audits **pass** or **fail**.

If any organization fails for any reason, they will be placed on probation for one semester and all financial paperwork will require the approval of a designated individual within the Student Affairs Division.

Things required for the audit process:

- ✓ All receipts and copies of disbursement vouchers attached
There are two parts to the check, the check which is cashed and the description for the vendor which is removed before cashing. This vendor portion is NOT a receipt. It only tells the Finance Committee that you had the check written
- ✓ All deposit slips
- ✓ Organization's current, accurate account balance

Allocations

This is the amount of money the organization would like to request from SGA for anticipated and planned expenses during the upcoming academic year. While the Audit looks at the past, the Allocations section looks at the future. The SGA Finance Committee will review each request and present a proposed allocation budget to the SGA Senate for approval. Representatives from organizations will be invited to attend the meeting where the proposal will come up for vote so they made advocate for their request.

Items required for allocation requests:

- ✓ Mandatory Template: Projected Budget for the next year (5 copies)

This template can be found by here: My Westminster > Community > Student Government Association > Audits & Allocations (see number 1 below)

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Community > Campus Groups > Student Government Association > Audits & Allocations

Audits & Allocations

Important Information

- [Audits and Allocations Policies & Procedures](#) (2)
- [Allocation Budget Template](#) (1)

Schedule for Audits & Allocations

Info Sessions:

March 25	9:00 PM	Witherspoon Lakeview Room
March 27	1:00 PM	Witherspoon Lakeview Room

Audit Meetings:

April 9th through April 30th

ALL organizations must sign up to be audited by April 5th.

Audits and Allocations

The Finance Committee is responsible for allocating the Student Government Association's Grant Fund among the recognized student organizations. This committee also recommends to the Senate the funding of student groups. Yearly, the committee audits all organizations that receive SGA funding.

Audits & Allocations are a process conducted by Student Government Association annually.

It is a process required of all student organizations even if they are not requesting money.

What to do if you miss Audits & Allocations

There is no content in this portlet.

SGA Funding

The full document can be found here: *My Westminster > Community > Student Government Association > Audits & Allocations (see number 2 above)*

Check Requests

Check requests (Disbursement Vouchers) are the forms used to spend money from the Agency Fund. The account number and signatures of the Treasurer and advisor are required. If you have an invoice number, include it. Do not ever sign a check request without seeing the receipt.

The white copy goes to the Business Office, the yellow and the receipt belong in the Treasurer's record, and the pink stays with the advisor.

Office use only	
ACCT. # _____	DATE _____
B.O. check # _____	
Westminster College, New Wilmington, PA 16172-0001	
STUDENT'S GENERAL FUND - DISBURSEMENT VOUCHER	
WESTMINSTER COLLEGE	
Organization's Name _____	
To Payee _____	Date _____
Address _____	Account # _____
SS#/FID# _____	
Description of Expense: _____	AMOUNT OF CHECK _____

Advisor _____	Treasurer of Organization _____
BUSINESS OFFICE APPROVAL over \$500.00 _____	
<small>NOTE: For a professional fee, voucher must have a social security number or federal identification number. WC-106 (5-93; 5-12; 11-16) All vouchers must include an address before check will be issued.</small>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Business - white Treas. - yellow Advisor - pink </div>	

Pink copy should be kept in your records

Deposits into the Agency Fund should be made using a Deposit Slip. Both the Treasurer and Advisor should sign the slip. Organizations are encouraged to write a note on the slip about the source of this deposit (dues, fundraising, etc.). When organizations are conducting fundraisers, they should be encouraged to make deposits along the way so that large sums of money are not left out and vulnerable.

Event Registration

All events hosted on or off campus by a recognized student organization must be registered with the Student Affairs Office. The Campus Event Registration Form is available at www.westminster.edu/student/activities or in the Student Affairs Office. Event registration forms require the signature of the student organization adviser. Forms are due prior to each event.

Westminster College Campus Event Registration Form	
Student Organization or Department: _____	
Student Name: _____	Phone Number: _____
Advisor Name: _____ Name of Event: _____	
Event Date: ____/____/____ Rain Date: ____/____/____ Rain Location: _____	
Start Time: ____ AM/PM	End Time: ____ AM/PM Expected Attendance: _____
Open to: <input type="checkbox"/> Sponsoring Organization Only <input type="checkbox"/> All Students <input type="checkbox"/> All Campus Recurring Event: Y/N	
Please list ALL DATES below if reservation is for more than one date: _____	
Type of Event:	<input type="checkbox"/> Club Meeting <input type="checkbox"/> Speaker <input type="checkbox"/> Performance <input type="checkbox"/> Membership Recruitment <input type="checkbox"/> Dance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Recreational (ex: Dodge for a Cause) <input type="checkbox"/> Concert <input type="checkbox"/> Philanthropy (Does not have to raise money) <input type="checkbox"/> Run/Walk <input type="checkbox"/> Education/Discussion <input type="checkbox"/> Rally/Demonstration <input type="checkbox"/> Other: _____
Organization: maintain responsibility for making their own room reservations. See Page 2 for more information.	
Indoor Locations:	<input type="checkbox"/> Beeghly Theater <input type="checkbox"/> Wallace Memorial Chapel <input type="checkbox"/> Weisel Conference Room <input type="checkbox"/> Orr Auditorium <input type="checkbox"/> Residence Hall Lounges <input type="checkbox"/> Watto Conference Room <input type="checkbox"/> Buzz Ridl Gymnasium <input type="checkbox"/> Witherspoon Room: <input type="checkbox"/> TUB Table <input type="checkbox"/> Intramural Gym <input type="checkbox"/> Lakeview <input type="checkbox"/> Maple <input type="checkbox"/> Both <input type="checkbox"/> Berlin Lounge <input type="checkbox"/> Natatorium <input type="checkbox"/> Mueller Theater <input type="checkbox"/> Other: _____
Outdoor Locations:	<input type="checkbox"/> Anderson Amphitheater <input type="checkbox"/> Field Station <input type="checkbox"/> Quad <input type="checkbox"/> Athletic Fields <input type="checkbox"/> College Woods <input type="checkbox"/> Eich Fields <input type="checkbox"/> Barry Stadium <input type="checkbox"/> TUB Patio <input type="checkbox"/> Other: _____
Description of Event:	Please provide a detailed description of your event: _____
Purpose of Fundraiser or Philanthropy:	Please provide the purpose for your fundraiser or philanthropy event: _____
The student responsible and the sponsoring organization understand that: 1. They are liable for any problems that occur regarding this event, and will cooperate with the College and/or other officials acting in their capacity. 2. There shall be no use, possession, sale or distribution of alcohol or drugs by any student or student organization while on or in College property. 3. The Office of Student Affairs reserves the right to change room reservations due to priority of events. If this occurs, The Office of Student Affairs will do their best to communicate all changes with the organization in a timely manner. 4. TUB Tables are reserved with 1 table and 1 chair. Registered student organizations using TUB tables for fundraising have priority. Followed by student organizations advertising or taking reservations for event. Campus departments or offices may reserve the TUB tables, but may be moved in deference to fundraising organizations. Outside vendors or sales reps must be connected to a student organization or College department, office or organized programmatic initiative in order to reserve the tables.	
Signature of Student: _____ Date: _____	

1

Below is a checklist of items that you need to complete to plan an event. Please make sure all items are completed prior to your event.

<input type="checkbox"/> Room Reservation	<ul style="list-style-type: none"> To reserve a room, go to: https://astra.westminster.edu/AstraPrd/Portal/GuestPortal.aspx TUB Table reservations require a registration form found in the Student Affairs Office If the room is not listed, contact the corresponding department
<input type="checkbox"/> Rain Locations	<ul style="list-style-type: none"> If your event is outdoors, reserve a rain location space
<input type="checkbox"/> Technical Equipment	<ul style="list-style-type: none"> For Berlin Lounge, fill out Student Affairs Tech Request no later than 1 week prior to event The electricity at Anderson Amphitheatre is not standardly available. A request to Physical Plant must be made to have it be turned on. For all other rooms, contact Library and Information Systems (LIS) at 724.946.6000
<input type="checkbox"/> Safety and Security	<ul style="list-style-type: none"> Public Safety must be notified for events with 100 or more guests Contact Public Safety at least 2 weeks in advance of event for security and safety needs at 724.946.6216
<input type="checkbox"/> Food and Beverages	<ul style="list-style-type: none"> Contact Sodexo at 724.946.7853 for food and beverage requests
<input type="checkbox"/> Advertisements	<ul style="list-style-type: none"> To put your event on the Campus Events Calendar, please go to: http://www.westminster.edu/about/news/marketing-request-form.cfm Refer to the Advertisement Guidelines provided by the Office of Student Affairs
<input type="checkbox"/> Event Set-Up	<ul style="list-style-type: none"> Contact Physical Plant at least 1 week prior to event for set up requests at 724.946.6335 Closing/Opening Wall in Witherspoon: You may want to check with Catering or Physical Plant to ensure that the wall is open or closed as to meet your needs.

Student Signature: _____ Date: _____
 Advisor Signature: _____ Date: _____

*****Office of Student Affairs Use Only*****

Received by: _____ Date: _____
 The Office of Student Affairs confirms that this group has met the criteria for being a registered student organization.

Associate Dean of Student Affairs _____ Date: _____
 Athletic Director (For fundraisers held at Athletic Facilities) _____ Date: _____

2

Scheduling Campus Events

Student organizations or persons employed by the College who wish to reserve a room on campus for a College activity should first consult the master calendar of events available online (my.westminster.edu) via the College homepage. Consulting this master calendar will lessen the chance of scheduling events that conflict with others. You may submit your event to be listed on the “Online Events Calendar” by going to www.westminster.edu/promote.

Given the special heritage of Westminster College and its continuing affirmation of the relevance of this tradition to its life and work, the College should avoid scheduling any meetings

during Chapel. The College will also seek to avoid any scheduling of events during the times reserved for Catholic Mass on Saturday evenings and Vespers on Sunday evenings.

Room reservations can be made online by clicking Reserve a Campus Location in the Quick Links box on My.Westminster.

Student Organization Officer Annual Retreat

Student organizations will be invited to attend the retreat if they are officially recognized or have registered as a prospective organization during the previous semester, have sufficient membership to maintain active status, and have elected officers. **To be eligible for funding through the SGA**, organizations must send two officers/members to the Student Organization Officer Annual Leadership Retreat.

Active Status

To retain recognition and active status, a student organization must:

- Complete the **Student Organization Annual Report** form.
- Retain an advisor approved by the College.
- Maintain digital copies of a current (national, if applicable) constitution and/or by-laws in the Student Affairs Office.
- Submit to the Student Affairs Office any revised constitution or by-laws of the organization.
- Uphold the purposes and goals under which the organization was granted recognition and the purposes and goals of the College.
- Maintain at least five (5) current members. (Honor Societies may maintain recognition with less than five members). If an organization fails to maintain at least five current members for a period of one calendar year, it will be considered to be inactive.
- Be financially responsible: successfully pass the SGA annual audit and remain debt free.
- Successfully complete the organization self-assessment review process every five (5) years through SEC.
- Abide by the policies of Westminster College

This template can be found by here: My Westminster > Community > Campus Groups > Student Affairs > Student Activities > Student Organization Resources

The screenshot displays the My Westminster website interface. The top navigation bar is dark blue with the 'my.westminster' logo on the left and a search icon on the right. Below the logo, a horizontal menu lists various categories: HOME, ACADEMICS, ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. A breadcrumb trail below the menu reads: 'You are here: Community > Campus Groups > Student Affairs > Student Activities > Student Organization Resources'. On the left side, a sidebar menu is visible with options: Overview, Activities Calendar, Student Activities (highlighted with a dropdown arrow), Staff, Event Management & Planning, Withdrawing Student Survey, Travel & Risk Management Plan, New Student Checklist, Student Affairs Staff Resources & Tools, and Forms. The main content area is titled 'Student Activities' and contains a section for 'Student Organization Resources'. Within this section, there is a sub-section for 'Student Organization Policies' which includes a link for 'Annual Report Form' (highlighted with a red rectangle). Below the link, it indicates the file is a PDF (61K) and provides a 'DOWNLOAD' button. At the bottom of the main content area, there is a section for 'Prospective Student Organizations'.

my.westminster

HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Community > Campus Groups > Student Affairs > Student Activities > Student Organization Resources

Overview
Activities Calendar
Student Activities
Staff
Event Management & Planning
Withdrawing Student Survey
Travel & Risk Management Plan
New Student Checklist
Student Affairs Staff Resources & Tools
Forms

Student Activities

Student Organization Resources

Student Organization Policies

Annual Report Form

(.pdf, 61K)

DOWNLOAD

Prospective Student Organizations

Transition and Vision

Most student leaders require great assistance with visioning and goal setting for their term in office. We hope that advisors will take an active role in this process. We also recommend that visioning and goal setting occur BEFORE completing the Audit & Allocation process with SGA. This will assist student leaders in making funding requests that match their goals.

- ✓ Ask your organization: “In a year, what do you want to do? What do you want to accomplish?”
- ✓ Look these questions in a philosophical and practical way

Additionally, student leaders require assistance and encouragement to effectively transition one group of leaders to the next. Our hope is that advisors will ensure this process happens and happens well.

- ✓ Challenge your leadership to make a transition binder/notebook/ technology (Google drive) to help ease the transition between sets of officers.
- ✓ Try to facilitate time between the outgoing officers and incoming officers of your organization.
- ✓ Remind officers to update with Student Affairs
- ✓ Make sure keys, account numbers, passwords, etc. are passed from one generation to the next.

Conclusion

Co-Curricular involvement is paramount to the learning process and the identity development of our students here at Westminster College. While each advisor acts differently in his or her role, you have still made a great and lasting decision by choosing to engage with the students in this unique and impactful way.

Thank you for engaging in this process with us and helping the college create an ideal learning environment that allows students to reach a level of epistemological learning¹. By assisting student leaders as an Organizational Advisor, you are assisting the students along their way to self-authorship and giving them a solid foundation based in the organizational framework, on which to grow.