



What's Inside:

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

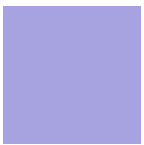
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BENEFITS OF ADVISING:

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ADVISOR ROLES

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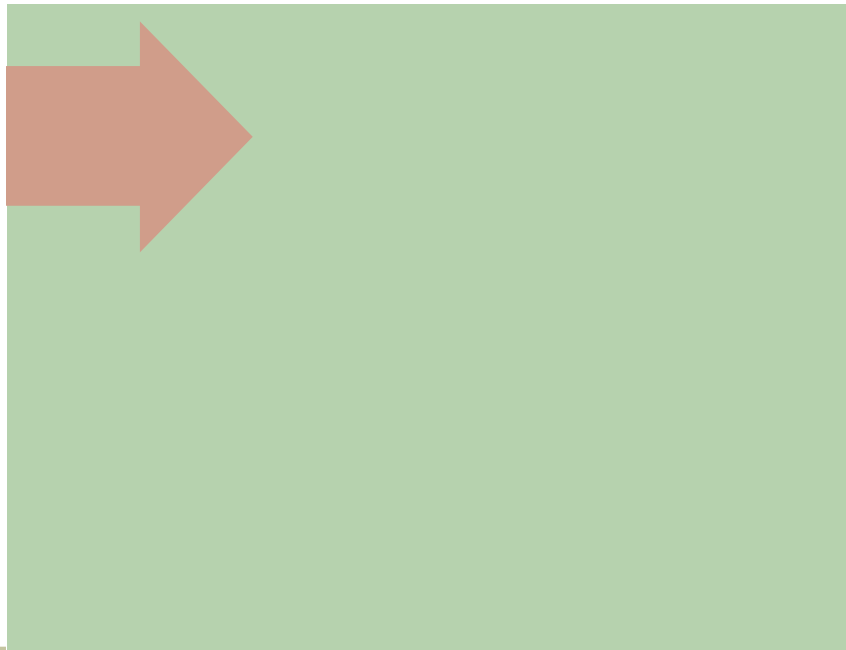


Sample Advisor Contract

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TROUBLESHOOTING

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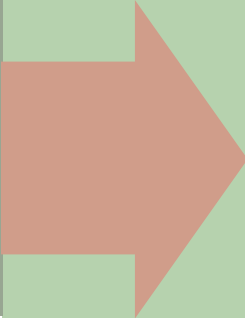
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Program Planning Checklist



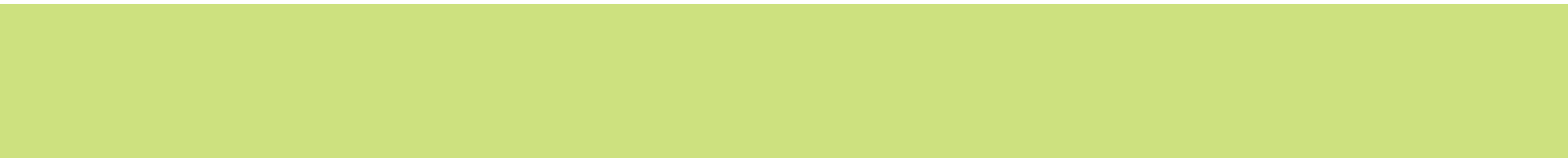
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One Semester in Advance

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Event _____

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Location (_____) (_____) (_____) (_____) (_____) (_____) (_____) (_____) (_____) (_____)

Coordinator(s) _____

Area of Focus _____

Attendance (total)(_____) (_____) (_____) **Attendance (Specifically Targeted Students)** _____

Cost (total)(_____) (_____) **Cost (from Budget)** (_____) **Cost (to students)** (_____) (_____) (_____)

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Publicizing Your Event

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COMMUNITY

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TIPS FOR EVERYWHERE

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Information provided by Shana Warkentine Meyer, K-State at Salina (



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WHY SHOULD YOUR ORGANIZATION HAVE A RETREAT/WORKSHOP?

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ESTABLISH THE PURPOSE FOR YOUR RETREAT

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DETERMINING WHO THE RETREAT IS FOR

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SELECTING A FACILITY

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SAMPLE RETREAT SCHEDULE—TEAM EFFORT

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O3"*/1(1*A0(%1A/\$&+(&5(+&/1@&&H%9(&'/*-H(*@&,/(?O*/(%O&,-"4&(\$+(*+1?(&+1B(.5(&55\$A1'%"&(+&/O*#1(*+&/1@&&H9(/*H1(/O1(/\$; 1(/&(A'1*/1(&+1L

K*A0(3*\$'(&5(&55\$A1'(%O&,-"("\$%A, %%/O1(5&--&?\$/+4M

I O&("\$"/O1(&, /4&\$+4(&55\$A1'(\$+/1'A/(?\$/O(; &%/(\$+/O1(" ; \$+\$//*'/\$&+9(\$+/O1(A& ; ; , +\$/D9(*+"(&/O1'(/, " 1+/(&'4*+\$/&+%j((

I \$/O/O1(" 13*'/ ; 1+/%d*'1*%(-\$/1" (*@(?O*/(A*3*A\$/D("\$"/O1(&, /4&\$+4(&55\$A1'(?&'H(?\$/O/O1 ; (&+j((

I O*/(O+\$#1'(%D(3*31' ?&'H(\$%/O\$(3&%\$/&+('1%3&+%\$@-1(5&'(A& ; 3-1/\$+4j((

I O*/("\$"/O1(&, /4&\$+4(&55\$A1'(O*#1(/&("(&?\$/O/O1(&'4*+\$/&+1%(5, +"\$+4('1h, 1%/%(f*%%, ; \$+4(/O\$(h, 1%/\$&+(*33-\$1%/&(&D&, '(4&, 3gj((

I O*/(O+\$#1'(%D(3'&A1" , '1%("\$"/O1(&, /4&\$+4(&55\$A1'(O*#1/O1(; &%/(/&, @-1(?\$/O(*+"(O&?(A*+/O1(\$+A& ; \$+4(&55\$A1'(*#&\$"(/O&%1/'&, @-1%j((

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I O*/(4&*-%("\$"/O1(&, /4&\$+4(&55\$A1'(O*#19(*+"(?O\$AO(?1'1(*AO\$1#1"(*+"(?O\$AO(?1'1(+&/B(

(

2. n&\$+/(&55\$A1' ; 11/\$+4

More than 1 million parents were incarcerated in prisons or local jails in 2000, affecting 2.3 million children.

K*AO(%/, "1+/(&'4*+}\$=*/\$&+(?'\$1%\$/%(&?+(A&+F
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%&-1-D(,3(/&/O1(;1;@1'(%&5/O1(&'4*+}\$=*/\$&+(
/&(*%\$4+'1%3&+%\$@\$-\$1%(/&(*%31A\$5\$A(&55\$A1'B(
GO\$%'1#1?%(%&;1(3&%%\$@-1(3&%\$/\$&+('1%3&+F
%@\$-\$/\$1%B(./(\$%(\$+/1+"1"/&(*%\$%/(D&,\$+(A&+%/SF
/,/\$&+*(-"1#1-&3;1+/(*+"(/&(O1-3(D&,(*+%?1'
/O1(h,1%/\$&+9("Now I've been elected, what
am I suppose to do?"(
(

!-/O&,4O(*%/, "1+/(&'4*+}\$=*/\$&+c%(A&+%/)/,/\$&+(
-\$/%(%&;1(%31A\$5\$A(3&%\$/\$&+%('1%3&+%\$@\$-\$/\$1%9(
1*AO(&55\$A1'(%O&,-"(O*#1(/O1(5'11"&;/&(31'F

Parliamentary Procedures at a Glance

b1'1(*'1(%& ; 1(; &/s&+%D&, (; \$40/(; *H19(O&?(/&(; *H1/01 ; 9(*+"(?0*/(/&(1a31A(/&5/01(',-1%B(

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
! "e&, '() 11/3+4	<. (; /0*/(?1(* "e&, '+b>	(RC	(`K2	(RC	(RC	() !nCS.G`	(RC
: *-(*(./+1' ; %%%&+	<. (; /0*/(?1('1A1%(5&' k >	(RC	(`K2	(RC(f1g	(`K2	() !nCS.G`	(RC
: & ; 3-*\$(! @&, /(b1*79(R&5%19(K/AB	<. ('%1(/&(* (h, 1%/s&+(&5(3'##\$-141b>	(`K2	(RC	(RC	(RC	(RC(oCGK	(RC
G1 ; 3&* '\$D(2, %31+" (: &+%\$ "1'*/s&+(&5(*+(.% , 1	<. (; /0/(/*@-1/01(; &/s&+>	(RC	(`K2	(RC	(RC	() !nCS.G`	(RC(f2g
K+"(V1@*/1(*+" (! ; 1+" ; 1+/%	<. (; /01(3'1#s&, % (h, 1%/s&+>	(RC	(`K2	(RC	(RC	(6du	(`K2(f3g
^&%/3&+1(V\$%A, %%%s&+(P&'(! : 1'*/s&+(G) ; 1	<. (; /0/(3&%/3&+1/01("%\$A, %%%s&+(, +/s- k >	(RC	(`K2	(`K2	(`K2	() !nCS.G`	(`K2
J\$#1(: -&%1'2/ , "D&5(2& ; 1/0\$+4	<. (; /0/('151'/01(; */1'(/&(A& ; ; \$/11b>	(RC	(`K2	(`K2	(`K2	() !nCS.G`	(`K2(f4g
! ; 1+" (*) &/s&+	<. (; /0/(* ; 1+" /01(; &/s&+@D k >	(RC	(`K2	(`K2(f5g	(`K2	() !nCS.G`	(`K2
./'&" , A1(T, %\$+1%\$	<. (; /0*/ k >	(RC	(`K2	(`K2	(`K2	() !nCS.G`	(`K2

((G01(; &/s&+%(-\$%/1' (* @(*'1(\$+(&' 1'(&5(3'1A1" 1+A1B((T1-&?9/01'1(\$%+&(&' 1'B(

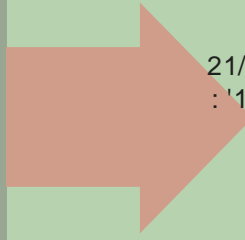
^&/1%(T'1*AO&5(S, -1%(&' : &+" , A/	<. ('\$%1(/&(* (3&\$/(/&5(&' "1'b>	(`K2	(RC	(RC	(RC	(RC(oCGK(f6g	(RC
o&/1(&+(*S, -\$+4&5/01(: 0*\$'	<. (*331*-(5'& ; /01(AO*\$'%" 1A\$F %s&+>	(`K2	(`K2	(`K2	(RC	() !nCS.G`	(`K2
2, %31+" (S, -1%(G1 ; 3&F '* '\$D	<. (; /0/(% , %31+" /01(',-1%(&(/0*/ k >	(RC	(`K2	(RC	(RC	(6du	(RC
! #&\$" (: &+%\$ "1'*\$+4(*+(. ; 3'&31') */1'	<. (&@:1&/(/&(A&+%\$ "1'*/s&+(&5/O\$%(; &/s&+>	(`K2	(RC	(RC	(RC	(6du(f7g	(`K2(f8g
o1'\$5D(*o&\$A1(o&/1@D(b*#s+4() 1 ; @'1%(2'/*+"	<. (A*-(5&' (* " \$##%&+9(<(&' (<V\$##%&+>	(`K2	(RC	(RC	(RC	(RC(oCGK	(RC
S1h, 1%/(.+5&' ; */s&+	<^&\$\$/(/&5(\$+5&' ; */s&+ k >	(`K2	(RC	(RC	(RC	(RC(oCGK	(RC
G*H1(O3*() */1'(^'1#s&F &, %D(G* @-1"	<. (; /0/(/*H1(5'& ; /01(/* @-1 k >	(RC	(`K2	(RC	(RC	() !nCS.G`	(RC
S1A&+%\$ "1'*(b*%/D(! AF /s&+	<. (; /0/(('1A&+%\$ "1' /01(#&/1(&+ k >	(`K2	(`K2	(`K2(f9g	(RC	() !nCS.G`	(RC

- NOTES:**
- (1) Unless moved when no question is pending.
 - (2) Affirmative votes may not be reconsidered.
 - (3) Unless vote on question has begun.
 - (4) Unless the committee has already taken up the subject.
 - (5) Unless the motion to be amended is not debatable.
 - (6) Unless the chair submits to the assembly for decision.
 - (7) A 2/3 vote in negative is needed to prevent consideration of main motion.
 - (8) Only if the main question has not been debated yet.
 - (9) Unless the motion to be reconsidered is not debatable.

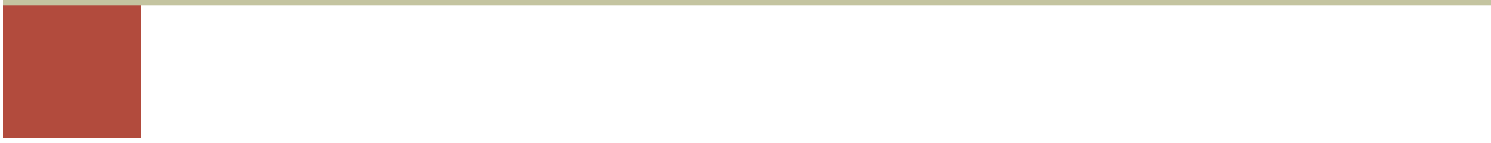
Membership and Recruiting

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(
^1&3-1(e&\$+(&'4*+\$/&+%5&'(; *+D('1*%&+%B((G01D(? *+//&(41/

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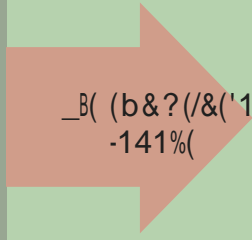
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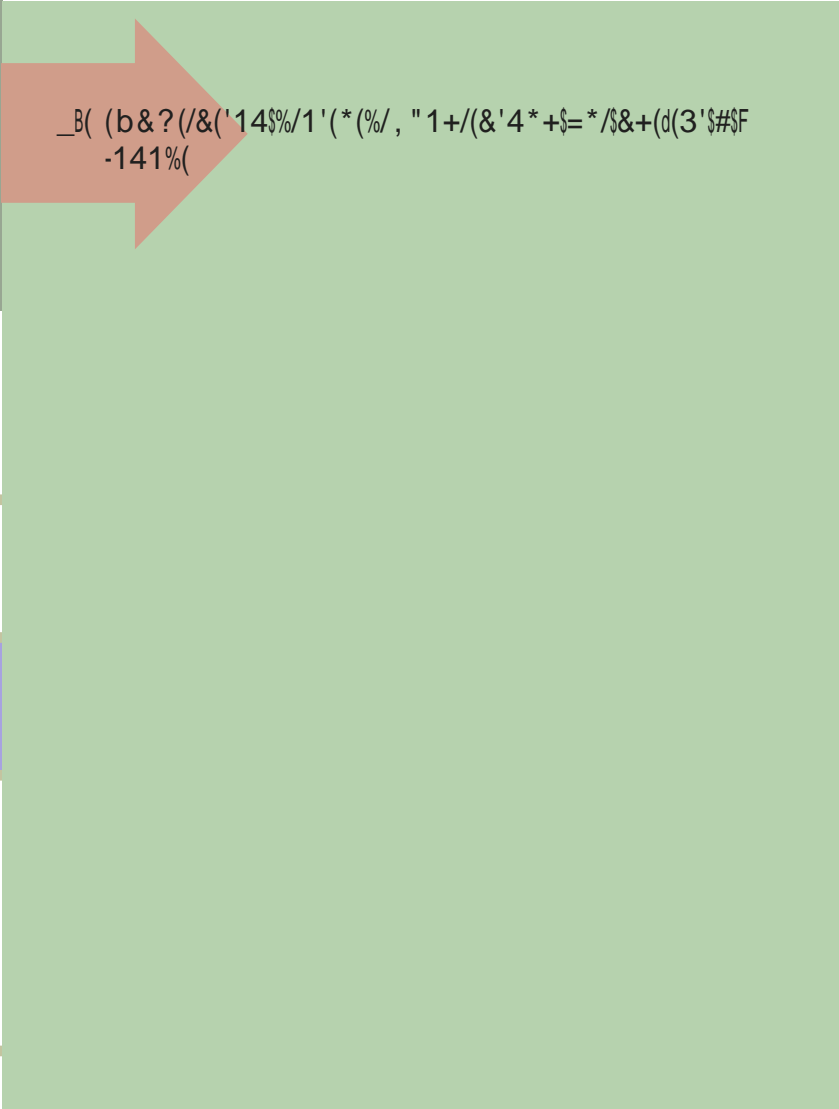
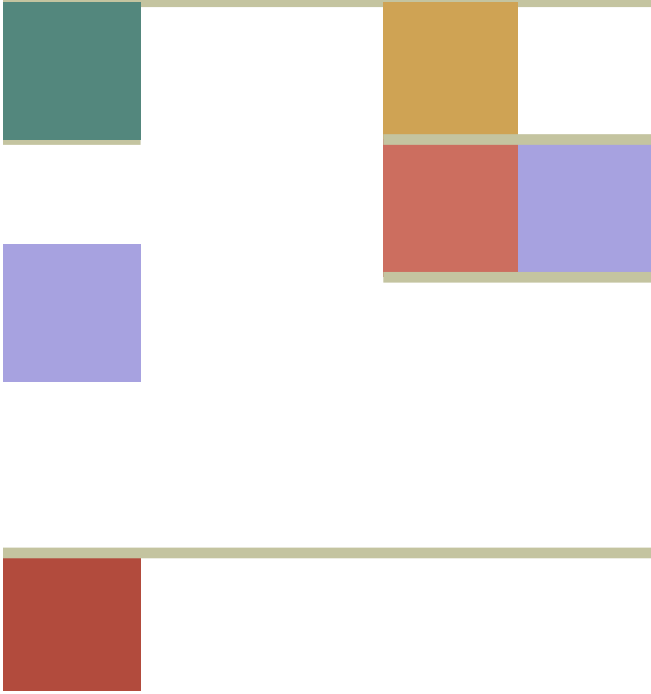
Recruitment Tips

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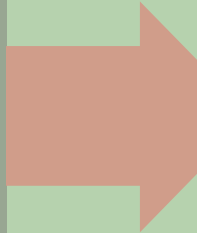


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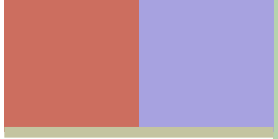


Examples, Resources and Handouts

.+ "1a(



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2/, "1+/(S1-1*%1(*+"(I *\$#1'(!4'11 ; 1+/(
Ka* ; 3-1(d) 1"\$*(S1-1*%1(
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20 Tips for Advisors to Increase Organizational Productivity

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2. [1/(01(4'& , 3(*+"(\$+"\$#" , *- (; 1 ; @1'(H+&?(?0*/(D& , (1a31A/(&5/01 ; B
3. Ka3'1%*(%\$+A1'1(\$+/1'1%/(\$/+01(4'& , 3(*+"(\$%/ ; \$%\$&+B((2/'1%/(01(\$; 3&/'*+A1(&5(1*A0(\$+"\$#" , *-||%(A&+'\$F @ , /\$&+/(/01(?0&-1B
4. !%\$%/(01(4'& , 3(\$+%/1/\$+4('1*-\$%/\$A9(*//\$*+*-1(4&*-%B((K+% , '1(@14\$++\$+4(% , AA1%*(%/(; , A0(*%(3&%%\$@-19(@ , // *--&?(01('1%3&+%%\$@-\$/D(*+"(\$; 3-1 ; 1+/*/\$&+(&5(1#1+%/(/&(-\$1(3'\$; *-\$D(?\$/0/01(&'4*+=\$*/\$&+B
5. b*#1/01(4&*-%(&'&@e1A/\$#1%(&5/01(4'& , 3(5\$; -D(\$+ ; \$+"B(N+&?(01(3 , '3&1%(&5/01(4'& , 3(*+"(H+&?(?0*/(/O\$+4%(?-\$-+11"/(&@1(*AA& ; 3-\$%01"/(& ; 11/01(4&*-%B
6. !%\$%/(01(4'& , 3(\$+(*A0\$1#\$+4(\$%/(4&*-%B((O+"1'/*+"(?0D(31&3-1@1A& ; 1(\$+&#-1"B(([1*'+'1+4/O%(*+"(1 ; 30*%\$=1/01 ; B((b1-3/01(4'& , 3(-1*'+/O'& , 40(\$+&#-1 ; 1+/(@D(3'&#)\$+4(&33&' , +/\$1%B
7. N+&?(*+" , + "1'/*+"/(01%/ , " 1+/(?\$/0(?0& ; (D& , (*'1(?&'H\$+4B((V\$551'1+/4'& , 3%('1h , \$'1("551'1+/(*3F 3'&*A01%B
\\B(!%\$%/(01(4'& , 3(\$+"1/1' ; \$+4/O1(+11"%(&5/01(31&3-1/01(4'& , 3(\$%1'#\$+4B(
9. Ka3'1%*(%\$+A1'1(\$+/1'1%/(\$/+1*A0(; 1 ; @1'B((K+A& , '*41(1#1'D&+1(/&@1('1%3&+%%\$@-1B
10. !%\$%/(01(; 1 ; @1'(\$+(, + "1'/*+"\$+4/01(4'& , 3%("D+* ; \$A%(*+"(O , ; *+(\$+/1'*A/\$&+B((S1A&4+\$=1/O*/(/ /\$; 1%/01(3'&A1%(\$% ; &'1(\$; 3&/'*+/(O*+/(01(A&+1+/B
11. S1*\$-1/01(\$; 3&/'*+A1(&5/01(311'(4'& , 3(*+"(\$%/(1551A/(&+(1*A0(; 1 ; @1'|(3*'/'A\$3*/\$&+(&'-*AH/01'1&5B((: & ; ; , +\$A*/1/O*/(1*A0(\$+"\$#" , *-||%(155&'/%(*'1(+11"1"(*+"(*33'1A\$*/1"B
12. !%\$%/(01(4'& , 3(\$+"1#1-3\$+4(*%D%/1 ; (@D(?0\$A0/01D(A*+(1#*- , */1/01\$(3'&4'1%\$B((T*-*+A1(/*%H(&'\$1+*F /\$&+(?\$/O(%&A\$*-(+11"%(&5(; 1 ; @1'B
13. O%1(*'1?'*'"(%D%/1 ; (*+"('1A&4+/\$&+(%D%/1 ; (5&'(?&'H(?1--("&+1B
14. V1#1-3(*%D-1/O*/(@*-*+A1%(*A/\$#1(*+"(3*%\$#1(4'& , 3(; 1 ; @1'0\$3B
15. T1(*?'*1(&5/01(#*\$& , %(&'&-1%/O*/(D& , (?--(O*#1||A-*'\$5\$1'9(A&+ , -/*+/9(A& , +*1-&'9(1" , A*/&'9(5*A\$-\$/&'9(5'\$1+"9(\$+5&' ; */\$&+(& , 'A19(; 1+&'9(*+"('&-1(; &'1-B
16. V&(+&/(*--&?(D& , '1-5/(&@1(3-*A1"(\$+/O1(3&%%\$&+(&5(AO*\$'31'%&+B
17. T1(*?'*1(&5(\$+%/\$/ , /\$&+*(-3&?1'(/' , A/ , '1 r @&/O(5&' ; *-(*+"(\$+5&' ; *-B(V\$%A , %(\$+%/\$/ , /\$&+*(-"1#1-3 ; 1+/(*+"(3&-A\$1%(?\$/O(; 1 ; @1'B
18. ^'&#"\$1(A&+/\$+ , \$/D(5&' /01(4'& , 3(5'& ; (%1 ; 1%/1'(/&(%1 ; 1%/1'(f+&/ ; *+*'/&'D@ , /(1+A& , '*41"gb
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f! " *3/1"(5'& ; () BnB() \$A0*1-g(
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Sample Student Organization Constitution and Bylaws

(Please modify to meet your organization's needs or develop your own)

BY-LAWS

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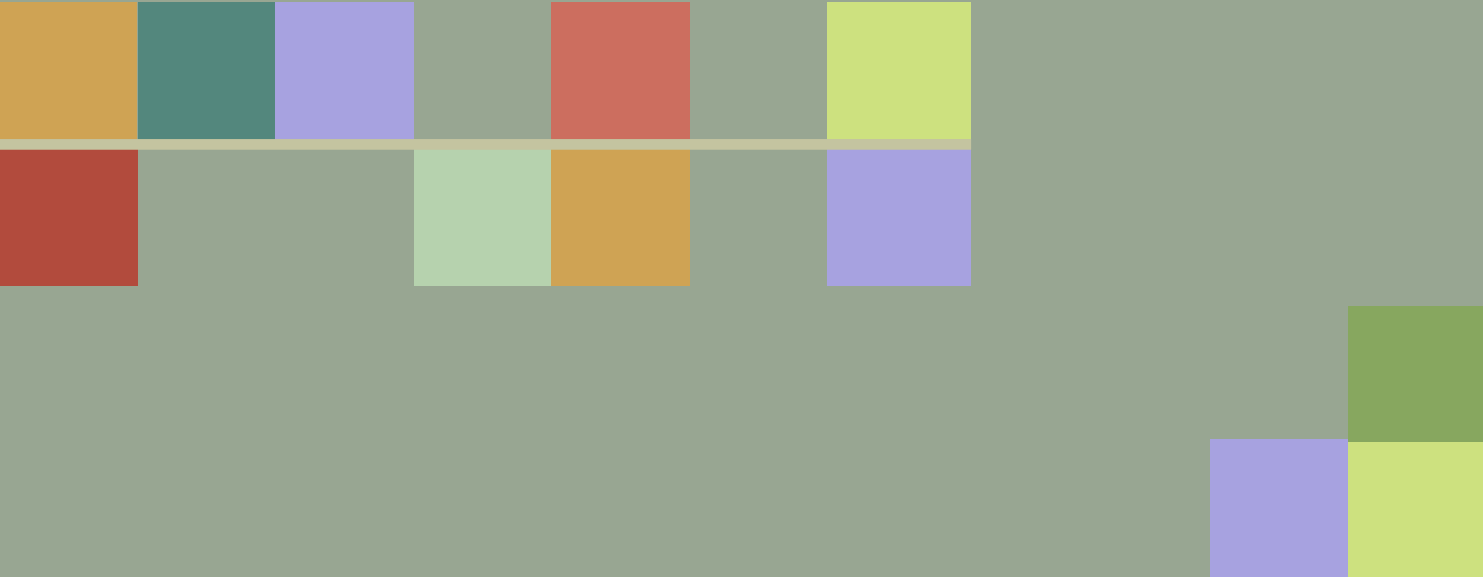
uB(: & ; ; \$ / 11 % (((R * ; 1 (* + D (% / * + " \$ + 4 (A & ; ; \$ / 11 % (* + " / O 1 (; 1 / O & " / & (@ 1 (, % 1 " 5 & ' ((% 1 - 1 A / \$ + 4 (A O * \$ ' 3 1 ' % & + (* + " (A & ; ; \$ / 11 (; 1 ; @ 1 ' % B ((2 / * / 1 / O 1 (" , / \$ 1 % (* + " (' 1 % 3 & + % \$ @ \$ - \$ / \$ 1 (& 5 / O 1 % 1 (A & ; ; \$ / 11 % B ((f : & + % \$ " 1 ' (A & ; 3 & % \$ / \$ & + 9 (* 3 3 & \$ + / ; 1 + / 9 (5 , + A / \$ & + 9 (3 & ? 1 ' 9 (" , / \$ 1 % 9 (; 1 ; @ 1 ' % O \$ 3 9 (5 \$ + * + A \$ + 4 (* + " (3 , @ - \$ A / D g B (

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Information provided by Christine McDermott, Director of Student Activities, Wesley College



50 Ways to Give Recognition to Volunteers

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From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999 (

Advisor's Self-Evaluation Checklist

^ -1 *%1 (*+% ? 1' /01(5&--& ? \$+4(h, 1%/\$&+% (*% /01D('1-*/1 /&(D&, '(&-1 (*% (*% /, "1+ /(&'4 * +\$= * /\$&+ (* "#\$%&'B(P\$--(\$+ /01(@- * +H%(\$+5' &+ /(&5(1 * AO(h, 1%/\$&+(, %\$+4 /01(5&--& ? \$+4(%A * -1M((8(s(*- /01/\$; 1((((U(s ; &% /&5/01/\$; 1((((u(s(%& ; 1(&5/01/\$; 1(6(s(*- ; &% /(+1#1'(((((_s(+1#1' ((i i i i i((.*A/\$#1-D(3'&# \$" 1(; &/# * /\$&+ (*+" (1+A&, '*41 ; 1+ /(/&(; 1 ; @1'%B((i i i i i((.H+& ? /01(4& *-% /&5/01(&'4 * +\$= * /\$&+B((i i i i i((.H+& ? /01(4'&, 3c%(; 1 ; @1'%B((i i i i i((.* //1+" ('14, -*'-D(%AO1", -1" (1a1A, /\$#1(@&' " ; 11/\$+4%B((i i i i i((.* //1+" ('14, -*'-D(%AO1", -1" (&'4 * +\$= * /\$&+ *-(; 11/\$+4%B((i i i i i((.; 11/'14, -*'-D(? \$/0/01(&55\$A1'(%&5/01(&'4 * +\$= * /\$&+B((i i i i i((.* //1+" /01(&'4 * +\$= * /\$&+ c%(31A\$ * -(1#1+ /%B((i i i i i((.* % % \$ % / (? \$/0/01(&'4 * +\$= * /\$&+ (*+" (/ '* \$ + \$ + 4 (&5(+1 ? (&55\$A1' %B((i i i i i((.01-3(3'&# \$" 1(A&+ /\$+, \$/D(5&' /01(&'4 * +\$= * /\$&+B((i i i i i((.A&+5' &+ / /01(+14 * /\$#1(@10 * #& '&5(; 1 ; @1'%B((i i i i i((., + "1' % / * + " /01(3' \$ + A \$ 3-1 % (&5(4' &, 3" 1#1-&3 ; 1+ /B((i i i i i((., + "1' % / * + " (O& ? (% /, "1+ /% (4' & ? (*+" (-1 * '+B((i i i i i((., + "1' % / * + " /01(3' \$ + A \$ 3-1 % /O * /(-1 * " /&(&' 1'-D(; 11/\$+4%B((i i i i i((.O * #1('1 * " /01(4' &, 3c%(A&+ % /\$ /, /\$&+ (*+" (@DF- * ? %B((i i i i i((.'1A& ; ; 1+ " (*+" (1+A&, '*41 (? \$/O&, /\$; 3&% \$ + 4(; D(\$ " 1 * % (*+" (3'151'1+A1%B((i i i i i((.; &+ \$ /&' /01(&'4 * +\$= * /\$&+ c%(5\$+ * +A\$ * -('1A&' "%B((i i i i i((., + "1' % / * + " /01(3' \$ + A \$ 3-1 % (&5(4&&" (5, + " (* \$ % \$ + 4B((i i i i i((., + "1' % / * + " (O& ? /01(\$% %, 1% (&5(" \$ #1' % \$ /D(* 551A / /01(&'4 * +\$= * /\$&+B((i i i i i((.* //1+" (A&+51'1+A1% (? \$/0/01(&'4 * +\$= * /\$&+ c%(; 1 ; @1'%B((i i i i i((.H+& ? /01(% /13% /&(5&--& ? (\$+ ("1#1-&3\$ + 4(* (3'&4' * ; B((i i i i i((.A * + (\$ " 1+ /\$5D(? O * / (; 1 ; @1' % (O * #1(-1 * '+1" (@D(3 * ' /\$A \$ 3 * /\$ + 4(\$+ /01(&'4 * +\$= * /\$&+B((i i i i i((.H+& ? (? O1'1 /&(5\$+ " (* % % \$ % / * + A1 (? O1+(.(1+A&, + /1'(3' & @-1 ; % (.A * ++ & / % & - #1B((

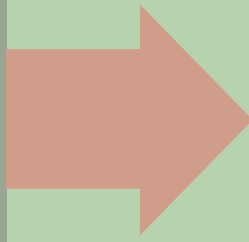
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Advisor's Agreement Worksheet

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The Advisor agrees to	Org	Adv	Agree
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