

VALPARAISO UNIVERSITY

Registered Student Organization Manual 2023-2024

The Center for Student Involvement is excited to support the amazing things your organizations will do on an annual basis. This **Registered Student Organization Manual** includes all of the policies, resources, and need-to-know facts to help your organization successfully navigate the University.

The Center for Student Involvement, located in Harre Union Suite 100, has a Student Organization Workroom with many resources for you to use. This space is open from 8:00 am – 5:00 pm Monday through Friday, and includes resources and tools to share, including: construction and specialty paper, cricut and other paper cutting tools, posters and trifolds, plates, napkins, cups, silverware, and more.

In addition, if your organization is in need of a small storage space, please contact our office and we will do our best to accommodate your request.

If you have any questions, feel free to contact the Center for Student Involvement at student.involvement@valpo.edu, or our staff team at 219-464-5251:

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Any concerns regarding the Center for Student Involvement or Student Organization Policies and Processes should be directed to Dr. Carolyn Whittier, Assistant Vice President of Student Life at carolyn.whittier@valpo.edu.

Student Organization Overview

Valparaiso University is proud to support a wide variety of student organizations each year. The process to become a recognized student organization is outlined in the Valparaiso University Student Senate Bylaws in Article X: Recognized Student Organization. Once a student organization received official recognition by the Student Senate, the annual student organization registration process is then managed by the Center for Student Involvement.

1. What is a Student Organization?
 - a. A student organization is defined as a group of five or more students who unite to promote or celebrate a common interest.
 - b. This group of students may apply for official **recognition** by the Valparaiso University Student Senate at any time through the myValpo system. Once an application has been received, the Chair of the Operations Committee of the Student Senate will be in touch regarding the next steps in the process.
 - c. Once Student Senate recognizes an organization, the organization will then have access to a wide variety of on-campus resources and an ability to receive funding.
 - d. Groups that would like to be recognized by Student Senate may fill out the [Organization Approval Form](#)
 - e. Every recognized student organization will need a constitution, including:
 - i. A purpose statement, one that does not oppose that of Valparaiso University.
 - ii. Description of the organization's structure.
 - iii. Description of the organization's operations.
 - iv. Description of who is eligible to be a member, expressly delineating that only currently enrolled Valparaiso University students can be voting members of their organization.
 - v. A clause specifying that all executive and stipend positions must be filled by currently enrolled Valparaiso University students.
 - vi. Description of the expectations of being a member.
 - vii. A clause specifying that membership and voting rights will be based on individual merit, free from discrimination based on race, color, national origin, disability, age, gender, or sexual orientation.
 - viii. An amendment process.
 - ix. [See Sample Constitution here](#)
 - f. All recognized student organizations must have a faculty or staff advisor, which is any individual employed by the University.
 - g. All student organizations must be run entirely by students.
 - i. If the organization is part of the Programming Commission or the Media Commission, the stipend positions of the student organization must be filled by enrolled Valparaiso University students.

- h. No student organization shall receive funds, financial resources, staff support, or any other support that requires financial resources from a parent or national organization with which they are affiliated, except in the case of philanthropic organizations, honor societies, or professional fraternities at the discretion of the Student Senate Operations Committee.
- i. All student organizations must abide by the rules set forth in the Valparaiso University Student Senate Constitution and Bylaws.

2. How to become a Recognized Student Organization

- a. All new organizations must submit the [Organization Approval Form](#) in order to be considered for recognition. All parts of the application must be complete. The Operations Committee will review all applications and contact groups to schedule a meeting to discuss their application.
- b. Organization requests must be approved by the Operations Committee and then by the full Student Senate, and this process can take up to four weeks.
- c. The name of the organization must be completely written out as it will appear on campus publications.
- d. All organizations must have a faculty/staff advisor.
- e. If the organization is affiliated with a regional or national organization, the group must submit the broader constitutions and bylaws as well. Organizations must comply with university, local, state, and federal regulations.
- f. If you have any questions, please feel free to contact the Student Senate Operations Committee Chair at senate.operations@valpo.edu.

3. Benefits for Registered Student Organizations

- a. Authorized to participate in the Student Involvement Fair.
- b. Authorized to be published in the Student Handbook, the Valparaiso University Catalog, the Student Organization Directory, the Monthly Activities Calendar, and other similar publications.
- c. Authorized to utilize campus media resources.
- d. Authorized to reserve space on campus.
- e. Authorized to receive Student Activities money according to the Student Senate guidelines.
- f. Authorized to publicize on campus according to stated rules and regulations.
- g. Authorized to sponsor activities on campus.

4. Annual Registration of Student Organizations

- i. Based on the organizations schedule of officer transition, on December 1 and/or May 1, organizations must update their myValpo organizational page to remain a recognized organization.

5. Student Organization Mailroom and Storage

- a. All recognized student organizations will have an official mailbox located in the Center for Student Involvement.
 - i. The official address for all recognized student organizations should be as follows:

Name of Organization
1509 Chapel Drive, Suite 100
Valparaiso, IN 46383
 - ii. All packages will also be received by the Center for Student Involvement and notification will be sent to the Organization President when a package is received.
 - iii. Student organizations are responsible to check their mailbox regularly during business hours for the Center for Student Involvement.
- b. Student organizations may apply for office and storage space within the Harre Union.
 - i. Expectations of Student Organizations granted storage space are to:
 1. Not place any additional locks on storage areas. Any additional locks installed will be removed and space allocation will cease immediately. Student Organizations will be assessed any charges associated with the lock removal.
 2. Provide a list of authorized organization members who can access the storage space or be granted swipe access to the suite.
 3. You may only store organization items only, no personal items.
 4. You are not permitted to store any food or other perishable items.
 5. Keep all spaces clean and organized.
 - ii. Student organization will lose space will occur if:
 1. An organization loses its recognition status from Student Senate.
 2. Unauthorized items are stored in the space.
 3. A group fails to adhere to this agreement or policies of Valparaiso University and the Harre Union.
 4. It is determined that the space is being used ineffectively by the Center for Student Involvement Staff.
 - iii. Additional information regarding storage includes:
 1. Valparaiso University, the Harre Union and the Center for Student Involvement assume no responsibility for items in the storage spaces.
 2. Storage spaces are only accessible during Harre Union building hours and/or Center for Student Involvement hours.
 3. Due to the limited number of storage areas available, groups may be asked to share with other organizations. Respect for others' property is a must.

4. In the event of loss, theft, destruction, or similar, please notify the Union Building Manger and the Assistant Director of Student Activities within 24 hours. You will be asked to follow up with University Police.
5. Storage space will be reevaluated at the end of each semester with allocations changed if necessary.

6. Student Organization Social Media Guidelines

- a. Any social media account managed by a Recognized Student Organization, Fraternity/Sorority, or other recognized entity at Valparaiso University must comply with all relevant policies governing Student Conduct, including, but not limited to, the Nondiscrimination Policy, the Harassment and Sexual Misconduct Policy, Respect of Others and Responsiveness Policies, the Hazing Policy, and the Political Canvassing Policy.
- b. The recognized entity agrees that it will not:
 - i. Post material that infringes on the right of any third party, including intellectual property rights, privacy or publicity rights.
 1. Do not distribute copyrighted materials without the permission of the copyright owner. Do not use trademarks, logos, or others' materials without the owner's permission.
 - ii. Post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, hateful, or embarrassing to any other person or entity as determined by Valparaiso University in its sole discretion.
 - iii. Post chain letters or pyramid schemes.
 - iv. Impersonate another person or entity
 - v. Allow any other person or entity to use your identification for posting or viewing comments.
- c. All social media accounts must follow the university brand guidelines: In social media platforms, Valpo is an acceptable abbreviation for Valparaiso University, VU is *not* within the university's brand guidelines and should not be utilized.
 - i. Content and overall media presence should reflect and be respectful of the University's identity
- d. When information is shared on a recognized entity social media account, permission is given to Valparaiso University and the Division of Student Life to also share that information. This permission extends to photos and videos. By posting comments, links, or other material related to Valparaiso University recognized organization platforms, the entity gives Valparaiso University the right to reproduce, distribute, publish, display, edit, modify, create derivative works from, and otherwise use the submission in any form and on any media.

- e. Students are responsible for any and all consequences that may arise as a result of information posted on their platforms and students are encouraged to act accordingly. Violations of these outlines and expectations may be addressed by the Division of Student Life and may result in the follow:
 - i. Removal of posted material (image, caption, video, ect).
 - ii. Disciplinary actions and sanctions in accordance with the Student Organization Handbook

7. Other Organization Information

- a. Recognized student organizations that wish to explore membership in one of the Student Senate Commissions would submit that request to the Student Senate Operations Committee for review. The Commissions include:
 - i. Club Sport Commission: Club Sports organizations have been recognized by the Campus Recreation and Wellbeing office and represent the University when competing against other College/Universities in a recognized Club Sport.
 - ii. Media Commission: Student Media organizations are defined as organizations that release scheduled publications for the purpose of highlighting student achievements or informing students of campus/local news. These organizations must also have a professional advisor that receives compensation from the University for being the advisor of a student media organization.
 - iii. Programming Commission: Programming student organizations are defined as organizations that provide informational or entertainment events. These organizations are provided a professional advisor that oversees their activities and helps manage their annual budget. These organizations have a professional advisor that receives compensation from the University for being the advisor of a programming organization.
- b. More guidelines for this commission are outlined in Addendum III to the Bylaws to the Constitution. Fraternities and sororities must be registered with the Fraternity and Sorority Life Office.

myValpo Student Organization Management Portal

myValpo is Valparaiso University's co-curricular engagement platform. This resource creates one central location for all recognized organizations, event promotion, and resources related to student organization operations.

1. **Events:** All student organization events should be registered using the Event Registration form on the Forms tab. All registered events produce a pin, which can be found under the Events tab on the Admin Dashboard. This pin is required for checking-in students to your events.
 - a. **Checkpoint App:** The Checkpoint App can be found on your app store. Your organization will use this to check students into events. To check students in you scan the barcode on their ID. If students do not have their ID you can check them in with their ID number or email address.
2. **Finance:** The finance tab on the Admin Dashboard will only be accessible to the executive board members who have completed the Finance training for your organization. This is where all student organization funding requests and receipts are managed.
3. **Organization Profile:** Every recognized organization has a profile page on myValpo. This information is populated when you complete the Organization Registration form (new student organizations) or when you complete the transition period. You can also log-in to the Admin Dashboard and edit your organization's information at any time.
4. **Rosters:** You are able to view and update your roster at any time. On the Admin Dashboard you will go into your organization and click the roster tab. You will then see a full list of members. You can scroll down and see if there are any pending invitations out to members to join. You can either resend an invitation or revoke the invitation if it is no longer valid.
5. **Transition:** Twice a year student organizations will be put into transition. This means myValpo will prompt your officers to look over your organization profile information (description, meeting date/time, roster, etc.) and ask that you update any information. Transition deadlines will be December 15 and May 15.

If you are looking for more information about myValpo features please visit learn.presence.io/en

University Policies for Student Organizations

The following policies apply to all recognized student organizations and a link to the full policy is provided to ensure the most up to date information is available to student organizations.

1. **Contract Execution Policy**: The Finance office, in consultation with the vice president and General Counsel's office (the "General Counsel") reviews all contracts before they go to the Vice President for Finance and Administration for signature. A contract is considered any written document that commits the University to certain obligations. It is usually a financial obligation, but can also be nonfinancial obligation (i.e. use of logos, university resources, indemnification, etc.).
2. **Film Screening/Showing Policy**: Organizations or those wishing to show copyrighted visual materials, such as films, cannot confirm reserved space or advertise any event in which the film is to be shown until a copy of the licensing agreement obtained by the organization has been provided to the Harre Union Administration office. Failure to do so will result in suspension of an organization's privilege to reserve space on-campus for a period of time. For more information on the university's copyright policy please visit this [link](#), and for more information on understanding copyright laws please visit this [link](#).
3. **Electronic Fund Collection**: Student Organizations will not use electronic payment options to raise funds or receive dues payment when the funds go through a personal checking account or are set-up on a student's Social Security Number. There are significant tax implications for the account holder. Per information from the Venmo website, "Venmo may NOT otherwise be used to receive business, commercial or merchant transactions, meaning you CANNOT use Venmo to accept payment from (or send payment to) another user for a good or service, unless explicitly authorized by Venmo."
4. **Flag Policy**: The purpose of this policy is to provide guidance and process for the display of flags on the Valparaiso University campus by officially recognized university organizations. As a private faith-based University, we retain all rights related to the use of the university's own property and spaces and exercises of expression in those spaces. In general, with the exception of the U.S. flag, State flag, or flags of specific University recognition, permanent flag displays are otherwise not permitted. The request to hang a flag in a public space approved by the University is a process of reservation in the appropriate designated spaces and fulfillment of procedures.

5. **Food Service:** Food service events scheduled within a University Building must be catered by Dining Services (Parkhurst) unless prior approval is made with the General Manager of Dining Services. This includes completing a food release form, relieving the University of any Liability for food that is donated. This also applies to groups hosting non-commercial functions. Please see Dining Services Release Agreement for all rules and regulations. The release agreement must be turned in two weeks prior to event date.
 - a. Food and beverages cannot be sold or given away on campus without approval from Valpo Dining. Valpo Dining shall be the sole provider of all food and beverages sold or given away at events in all University facilities and for all University sponsored events, including fundraisers unless an exception is granted.

6. **General Tenet's of Student Behavior:** The conviction that the University has the obligation to assist each student in the development of a responsible lifestyle necessitates adopting guidelines for conduct. The unique character of university academic and campus life assists students to develop a responsible lifestyle that is rewarding to the individual student, respectful to the rights of others, and compatible with the legal norms of the society. Valparaiso University is committed to the active promotion of racial and ethnic diversity

7. **Hazing:** No organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of the educational institution or applicable state law."

8. **Non-discrimination Policy:** Valparaiso University admits students of any race, color, national and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion, to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion in administration of its educational policies, admissions policies, scholarship and loan programs, career services and placement, and athletic and other school-administered programs. Valparaiso University is an institution committed to its Lutheran traditions. The University reserves the right to promote the teachings of the church and to exercise preferences in admissions in favor of Lutherans.

9. **Political Activity and Events on Campus:** Valparaiso University believes in the free exchange of ideas and beliefs and that learning can occur when one is exposed to, considers, and questions, a diverse range of ideas and beliefs. The political arena is no exception. However, as a private non-profit independent Lutheran University, the University does not endorse or support any candidate for political office, public officer holder, elected official, politician, or political groups or parties. The University does not allow, or become a conduit to, any kind of fundraising efforts on behalf of a candidate running for office, political party, or political group and refrains from endorsing political positions.
10. **Promotion and Advertising On-Campus:** Open posting (flyers, banners) is only permitted in specified areas of the Harre Union. All fliers must be approved by Union Administration staff before posting.
11. **Reimbursement / Stipend Payment Policy:** Any student submitting for reimbursement for student organization travel expenses or receiving an officer stipend must be signed up for the Echeck Payment system from the University by following these steps:
- Sign up in DataVU Self Service at datavu1.valpo.edu .
 - Sign In with Valpo Username and Password
 - Select Home / Employee / Banking Info / Add an Account
 - Confirm “Current Bank Account Number” / Next
 - Activate Reimbursements and Payment Deposits / Next
 - Fill in Bank Account Info / Accept Terms & Conditions / Submit
 - Account will be “Not Verified” and Finance will Verify to set up for Echeck.
12. **Social Media Policy:** The purpose of this policy is to encourage the use of social media by institutional users while making sure usage is in line with applicable state and federal laws and regulations, and to provide protection to the University’s reputation and other members of its community. While this policy mostly focuses on the social media accounts that are University-owned and University-controlled, it will also provide a few general guidelines regarding personal use as well.
13. **Solicitation, Canvassing, Selling, and Fundraising on Campus:** No solicitation or canvassing of any kind, including in the residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale by anyone without prior permission from the Office of Student Life. This includes sales of items by campus groups in the Harre Union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings or administrative buildings. Raffles are also prohibited. Student wishing to conduct on-campus solicitation, fundraising, etc. must complete the [Fundraising Event Approval Form](#).

14. **Space Reservations**: Student Organizations can submit their reservations through Virtual EMS using their student organization username and password. Valparaiso University is a private institution on private property and the Harre Union staff reserve the right to deny an event that does not align with the mission and values of Valparaiso University in the Harre Union or other on-campus facilities.

15. **Student Organization Event Advising**: The Student Life Event Advising Process will be used for all student organizations hosting major events on campus. The process will involve a Calendar Planning Workshop, Pre-Event Advising Meeting, and a Post-Event Wrap-Up.

16. **Student Organization Speaker Policy**: Valparaiso University offers a number of student organizations including academic, political, cultural, and spiritual organizations. Each of these organizations holds value by providing students with a space to create meaningful connections with others, grow as individuals, leaders, and scholars, and to cultivate a deeper and more nuanced understanding of the world. One way student organizations can offer developmental and educational opportunities to their members and the greater student body is through hosting speakers on campus. The act of hosting a speaker may prompt challenging or even uncomfortable feelings and dialogue, but it is possible if speakers are respectful of difference and differing viewpoints, act in accordance with the values and policies of the University, and enrich the University educational experience as a whole. Difference of opinion and perspective is acceptable, but discriminatory or hateful content is not. In order for a student organization to host an on-campus speaker, the speaker and event must meet the following conditions and procedures.

17. **Student Travel**: Valparaiso University recognizes that travel to off-campus events and activities is a beneficial part of the student collegiate experience; therefore, the University encourages and permits such travel and recommends the use of commercial transportation. The University seeks to provide the safest opportunities and methods of transportation and to mitigate any risks that might be associated with student travel. Sponsors of trips (i.e. academic units, the Chapel, athletics, and/or student organizations) may require additional standards to address the unique requirements associated with a particular type of trip.

Student Organization Finance Process:

Per the Valparaiso University Student Senate Bylaws Article XI: Financial Account Guidelines, the following are the relevant financial process details that apply to recognized student organizations:

1. Budget Year:
 - a. Student Senate shall operate on a budget year beginning on July 1 and ending on June 30. All expenditures must be submitted by November 15 for the Fall Semester and April 15 for the Spring Semester.
 - b. Funding requests from the previous budget year shall not be fulfilled after a new budget year begins unless the appropriate paperwork was filed in the preceding budget year.

2. Student Organization Allocation Process
 - a. Funds will be allocated once per year, and the process will begin no later than the seventh week of the Spring semester of each academic year.
 - b. All new organizations that are recognized in the fall semester will automatically receive \$1,000.00, as a Special Interest Organization, and all new organizations recognized in the spring semester will receive \$500.00, as a Special Interest Organization. After one (1) semester of being recognized, a student organization will be placed by the appropriate committee into the correct funding commission.

3. Recognized Student Organization Spending Guidelines
 - a. Expenditure requests will be reviewed and processed in the order in which they are submitted through the myValpo Finance Portal.
 - b. Expenditures will be submitted in one of five categories:
 - i. University Credit Card:
 1. Student Organizations will submit a request to use the University Credit Card through the myValpo system. The organization must indicate where the card will be used and provide an amount planned to be spent.
 2. A student organization officer will then pick up the card from the Center for Student Involvement for the reserved period of time and return the card and receipts by the stated deadline.
 - ii. Online Order Request:
 1. Student Organizations will submit a request for an online purchase through the myValpo system by preparing the order and then sharing the link with all of the details of the purchase. Student Organizations must submit these orders within a minimum of five (5) business days of when the items are needed for an event or program.
 2. All items will be shipped to the Center for Student Involvement at Valparaiso University so receipt can be verified. Once verified, the

student organization will be contacted to pick up their items in the Student Organization Mailroom.

iii. University Check Request or Purchase Order:

1. Student Organizations will submit a request for a contract to be signed and paid through the myValpo system. This includes all order for promotional items more than \$500, independent contract agreements, and general contracts.
2. Student Organizations should give the University a minimum of 30 days for contract signature and subsequent check payment.

iv. Travel Reimbursement:

1. Student Organizations will submit reimbursement request through the myValpo system for each student that incurred expenses related to student organization travel within 30 days of the trip.
2. Mileage and Parking:
 - a. Travel by car will be reimbursed by mileage
 - b. Travel by car will be reimbursed by \$0.20 per mile, with a cap of \$75 per car per trip.
 - c. A screenshot of Mapquest, Google Maps, or similar mapping program must be submitted as proof of mileage. Mileage begins when the car leaves the Valparaiso University campus and ends upon returning to campus.
 - d. No rental cars will be reimbursed.
 - e. Parking will be reimbursed, including airport parking, up to \$15 per day. Receipts for parking must be submitted.
 - f. Valparaiso University waves all university liability for accidents, stolen items, maintenance, vehicle care, or anything not specifically enumerated in this Bylaw.
3. Lodging:
 - a. Reimbursement for lodging requires a paid receipt.
 - b. Lodging will only be reimbursed for the duration of the conference/event. No additional days will be covered.
 - c. Student Senate is not responsible for any damages, misplaced, or stolen items that may occur during the duration of stay.
 - d. Student Senate will cover the cost of the room alone. Any additional charges incurred will be covered out of pocket by the attendee.
4. Meals:
 - a. The rates for each meal are set as follows: \$10 will be provided for breakfast; \$15 will be provided for lunch; \$18 will be provided for dinner. No receipts need to be provided.

- b. The meal per diem will be provided only if the trip exceeds 10 hours.
 - c. If the conference provides a meal, no per diem will be provided for that specific meal.
 - d. If the hotel and lodging provide complimentary breakfast, no per diem for this meal will be provided.
 - 5. Registration:
 - a. If a conference requires payment to register, the student organization with work with the Administrative Assistant for Student Engagement to pay the fees on a University Credit Card.
 - 6. Mileage, food, and lodging will not be reimbursed for any home games or trips that occur within a 50-mile radius of Valparaiso, Indiana area.
 - 7. If the amount of money spent on the conference exceeds the money allotted, only the money allotted will be reimbursed.
 - 8. Airfare travel will be allowed on a case-by-case basis. All requests must be approved by the Executive Treasurer.
- v. Internal University Transfer:
 - 1. Student Organizations that place orders with Design Works or Valpo Dining will have all invoices processed automatically by the staff in the Center for Student Involvement.
- vi. Officer Stipend:
 - 1. Student Organizations that have approved officer stipends will verify students to be paid on a regular schedule, and then all payments will be processed automatically by the staff in the Center for Student Involvement.
- c. The following expenditure requests will be reviewed to ensure compliance with Student Senate Guidelines:
 - i. Apparel may be purchased by organizations if the total amount is less than \$1,000 or equal to 10% of the organization's overall budget, whichever is greater.
 - ii. Funding requests for uniforms will be considered if the uniforms are to remain in the organization for a period of at least two years.
- d. The following expenditure requests will not be approved under any circumstance:
 - i. Memorials, donations, and contributions
 - ii. Individual member dues, initiation fees, or ritual fees charged by a parent organization
 - iii. Conference expenses outside of the approved per diem rate for lodging, transportation, and registration fees
 - iv. Food purchased for general or executive board meetings
 - v. Food purchased not made using Valpo Dining (Parkhurst)
 - vi. "Slush," "miscellaneous" and "special appropriations" funds, etc.

vii. Protests to express political opinions

Faculty/Staff Advisor Role and Responsibilities

Every recognized student organization at Valparaiso University is required to have an advisor who is a current faculty or staff member at the University. Advisors agree to serve in their capacity for a full academic year and should be familiar with university policies and procedures as detailed in the Valparaiso University Student Handbook and the Recognized Student Organization Manual.

1. What is a Faculty/Staff Advisor?
 - a. Advisors serve as mentors, counselors, allies, and liaisons for the student organization and its members.
 - b. Advisors play a key role in the development and continuation of student organizations both to the students as individuals and to the organization as a whole.

2. What are the responsibilities of a Faculty/Staff Advisor
 - a. Advisors should be familiar with the mission, goals, and purposes of the student organization they are advising.
 - b. The advisor is there to advise, but not be an active member as the real learning for the students involved within an organization takes place when they function as group members within the organization.
 - c. To provide guidance on matters requiring an opinion from someone who has a more sophisticated bank of knowledge in group dynamics, about the institution as a whole, about referrals, etc. The advisor must, however, realize that in this role, the student members of the group decide what advice to accept and what advice to reject.
 - d. The advisor should alert the group when they feel the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within their constitutions, by the university or legally.
 - e. The advisor can serve as a liaison to other available resources on campus that could support the organizations goals and objectives.
 - f. Much advice and counsel can be provided by an advisor on a one-to-one basis with the designated leader of the organization. Standing appointments are conducive to assuring that there will be continuing dialogue between these two individuals. A new student leader can gain needed assistance and advice from the advisor on this one-to-one basis and then be able to function as the group leader in a much more effective fashion.

Shields of Excellence

The Center for Student Involvement created the Shield of Excellence program to help Student Organizations excel in student organization operations. All organizations who complete the 11 items below will be recognized at the End of the Year Gala. Below is the list of items that must be completed annually to earn a shield of excellence:

1. **Complete the myValpo transition by December 15 and May 15.** On a semesterly basis all student organizations will be placed into transition on myValpo to ensure your organization's profile, meeting time/location, constitution and bylaws, and roster are updated.
2. **Participate in the Student Involvement Fair.** The annual Student Involvement Fair hosted during Welcome Week is an excellent way to introduce your organization to new students and gain exposure to returning students. All recognized organizations will be invited to sign-up for a table.
3. **Participate in Student Organization Officer Orientation.** Annually, the Center for Student Involvement will host the Student Organization Officer Orientation on the Tuesday before classes begin.
4. **Participate in monthly president roundtables.** The Center for Student Involvement will host monthly President Roundtables to provide ongoing training to student organization leaders
5. **Host a transition workshop.** Student organizations should host an officers transition workshop anytime there is a transition of executive board officers. Please share this information with the Center for Student Involvement via email.
6. **No Organization Policy Violations.** Student organization should have no violation of the Student Organization or University policy.
7. **Utilization of social media, campus promotional resources, or other outreach strategies.** Student organizations should utilize social media or other resources related to promoting their organization.
8. **Recruitment Plan.** Student organizations should have a plan to recruit new members. All recruitment plans should be submitted to the Center for Student Involvement.
9. **Participate in the Calendar Planning Meeting (as applicable).** Student organizations that host campus-wide events should participate in the annual Calendar Planning Meeting to ensure they receive priority for their events.
10. **Participate in the Event Advising Process (as applicable).** Student organizations that host large events or are invited to participate should attend Event Advising Process meetings. These meetings help ensure all student organization events are well planned and meet all university expectations.
11. **Submit the budget request form (as applicable).** Annually, Student Senate will invite student organizations (with the exception of honoraries) to submit the budget request form.