



Student Organization Advisor Resources

NEWSLETTER

January 2016

UPCOMING EVENTS

| <u>DATES:</u> | <u>SUBJECT:</u> |
|---------------|--|
| January 1 | New Year's Day |
| January 5 | Spring Semester Begins |
| January 15 | Spring Registration Opens |
| January 18 | Martin Luther King Jr. Day (University Closed) |
| January 21 | Advisor Orientation |
| January 26 | Advisor Orientation |
| January 31 | Spring Registration Closes |

Welcome to Student Activities and Involvement

Catherine Pedersen

New! Assistant Director for Student Organizations and Campus Events



Should you be interested in sharing a special welcome, Catherine Pedersen may be contacted at catherinep@studentinvolvement.ufl.edu.

Concerning your Advisor Roles:



Spring Advisor Orientation

The Department of Student Activities & Involvement hosts interactive 1.5 hour orientation sessions for student organization advisors to review roles, responsibilities, and pertinent information each semester.

Spring Dates Include:

Thursday, January 21st, 12:00 pm - 1:30 pm in the Matthew's Suite

(Refreshments to be served)

Tuesday, January 26th, 5:00 pm - 6:30 pm in the Arredondo Cafe

[Register Here](#)

We'll cover:

- Student Organization Advisor Resources
- Advisor Function, Roles, and Expectations
- General Liability and Risk Management for Advisors
- Organization Basics and Requirements
- Event Planning Best Practices and General Policies
- Fundraising and Finance for Student Organizations
- Question and Answer

*This training is **identical** to the training offered in the Fall 2015. If you attended an Advisor Training prior to Fall 2015, we encourage you to participate in this Orientation session to receive the most updated information from the Department of Student Activities and Involvement. Be sure to contact Solange Douglas at sdouglas@studentinvolvement.ufl.edu, with concerns or questions on Advisor Orientation.*



SOAR E-Bank (Canvas)

A hub of resources for Advisors at the University of Florida.

Following the registration deadline for student organizations, advisors were enrolled in the SOAR E-Bank located on Canvas's learning platform.

Please visit UF's e-learning site and login using your Gatorlink Credentials to access the SOAR E-Bank today. If you have not been enrolled in this course, contact Solange Douglas at Sdouglas@studentinvolvement.ufl.edu with your Gatorlink ID, so we can connect you with this wonderful resource.

UF's e-Learning Support Services

TIP FOR ADVISORS:

Closing Student Events and Meetings

In an effort to promote a culture of care, we would like to encourage your student groups to end each student program and meeting with the following statement:



"Before we close, I want to remind you that at UF, Every Gator Counts. We look out for each other. Take a minute to think through your safe way home.

Will you use SNAP? Will you ride the bus or use Uber? Will you walk in a group? Talk to the people around you and make sure every Gator has a plan for getting home safely tonight. And remember, in an emergency, dial 9-1-1. Go Gators!"

Concerning Student Organizations:



New Student Organization Registration Opens Jan. 15th

New Student Organizations may register their organizations on **Gator Connect** between January 15th-31st to take advantage of all the great benefits of being a registered student organization at the University of Florida.

Benefits include:

- Regular use of University facilities (some have fees for use).
- Ability to request funds from Student Government, if SG policies and criteria met.
- Eligible to apply for Catering Scholarships for events.
- Eligible to participate in the Student Organization Fair.
- Eligible for Leadership training provided by SAI.
- Participation in Involvement Awards (held in Spring).
- Group Consultation Services by Involvement Team, SAI's Ambassador group.
- AND MORE!

Please be sure to update your students and student organizations of the change in dates listed in the December Newsletter. Our office has allotted more time to student organizations to register their organizations this Spring Registration Cycle. Thank you in advance for your assistance.



Student Organization Training is scheduled to take place in February.

In order to be a registered student organization with Student Activities and Involvement and the University of Florida, all organization presidents and either their Vice-President or Treasurer must attend training after the registration process.

Training Session consists of a presentation on:

- Organizational Basics
- Event Planning and Permitting
- Programming Policy
- Organizational Leadership and Responsibilities
- *Includes break out sessions covering GatorConnect, Special Programs and Funding.*

Encourage your student organizations to attend Training in February!



Interested in Advising a Student Organization?

Interested in Advising a Student Organization? Do you know anyone interested in advising a Student Organization? If you or a colleague is interested in advising a student organization, please fill out an [Advisor Interest Form](#).

We will do our best to connect you with an organization that is in need of your assistance and fits within your interests. Please contact Solange Douglas at Sdouglas@studentinvolvement.ufl.edu with any questions or concerns.

Past Newsletter Highlights:

Highlights:

SOAR SESSIONS:

SOAR SESSIONS are intentionally designed workshops that provide advice, best practices, knowledge, and training for student organization advisors at the University of Florida to supplement the Advisor Training tools available online and at Advisor Orientation. These monthly occurrences are not mandatory. However, if the topic pertains to you or your student organization please take advantage of the opportunity to engage in the conversation with your student organization campus experts and professionals. The first SOAR SESSION was hosted on October 21st.

SOAR E-BANK:

For the presentation and resources, please visit the SOAR E-BANK located in your canvas course listing. If you've not been automatically enrolled in this course please contact Solange Douglas, your Advisor Liaison at sdouglas@studentinvolvement.ufl.edu to be enrolled.

STAY CONNECTED!



RESPONSIBILITY TO REPORT NOTICE:

As a reminder, student organization advisors are CSA's or Campus Security Authorities and Responsible Employees. This means that if you have knowledge of a crime involving 1 or more UF students that includes, but is not limited to sexual harassment, hazing, or discrimination you are responsible to report this information immediately to the University of Florida Police Department and the Title IX Student Deputy Chris Loschiavo located in the Dean of Student's office.

For more information on Clery Act please [click here](#).

For more information on Title IX please [click here](#).