



Student Organization Advisor Resources

NEWSLETTER

October 2015

You're Invited

NEXT SOAR SESSION:

Event Planning 101

An interactive workshop to take a deeper look at what your student organizations do to program on campus, while understanding your role in facilitating programming discussions.

October 21st
12:00 pm 1:00 pm
Matthew's Suite, J. Wayne Reitz Union
(Refreshments Available)

RSVP HERE

UPCOMING EVENTS

<u>DATES:</u>	<u>SUBJECT:</u>
October	Hispanic Heritage Month and Asian Kaleidoscope Month
October 4	FINAL Student Organization Officer Training
October 12	Completion of Hazing Modules DUE! (For student organization leaders)
October 21	SOAR SESSION: Event Planning 101
October 31	Constitution Forms and Updates due!

TIP FOR ADVISORS:

Event Planning

Last year, student organizations and our student leaders held over **4,000 events** on campus!!! Our office anticipates seeing just as many events this year. As a student organization advisor, your role is to encourage your students to consider the safety, accessibility and educational value of each organizational event and program conducted on campus.

Encourage your students to use the [Student Organization's Event Planning Manual](#) as a reference when planning and implementing their student organization specials events and programs.



Concerning your Student Organizations:

Constitution Updates!

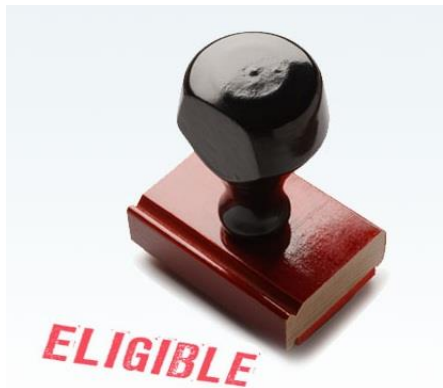
Registered Student Organizations are required to have a SAI-Approved Constitution on file.

This year, re-registered organizations will be offered a chance to update their student organization's constitutions. An officer of your organization(s) may be required to answer on behalf of the organization to do one of the following:



1. Indicate there are no changes to the constitution on file;
2. Indicate there are changes to the constitution currently on file, and submit their most recent constitution for review;
3. Indicate there is no constitution currently on file, and submit a constitution to our office for review.

Should there be any questions about the process of constitution updates, please contact the SAI Front Desk at 352.392.1671 or saidesk@studentinvolvement.ufl.edu.



Officer Eligibility Checks Updates

Appeals due this Month

Adhering to the Board of Trustee's regulation, SAI and the Dean of Students office conducts officer eligibility checks periodically on student leaders (i.e. President, Vice-President, and Treasurer). Student Leaders that do not meet the requirements will be notified by SAI and must relinquish their office. Students will have 10 days to file an appeal to our office, if and when they are found ineligible to serve. If your student leaders feel that the findings are in

error, please encourage them to appeal!

Appeal forms may be found on our website.

As the student organization's advisor, you may also be informed. We encourage you to ensure the integrity of your student organizations' election processes, if and when a student leader must excuse themselves from their post by following the procedures for handling vacancies as outlined in their constitution. For questions about Officer

Eligibility requirements, please refer to the [SOAR Guidebook](#) (pg. 18-19) or contact Solange Douglas at Sdouglas@studentinvolvement.ufl.edu.

FINAL SESSION: Student Organization Officer Training

Remaining date:
October 4 from 10 am- 1 pm



Student Organization Officer Training is **MANDATORY** for the President, and either Vice-President or Treasurer of each registered student organization and will take place in the JWRU's Grand Ballroom.

Please encourage your student organization leaders to register for Officer Training today. Registration for training can be found on Gator Connect.

Note: As an advisor, you are welcome to attend Officer Training along with your student organization leaders, but are not required to do so. Should you be interested in attending Officer Training, please inform our office so we may account for you in our attendance by contacting Solange Douglas at sdouglas@studentinvolvement.ufl.edu. Thank you!

[Text Link](#)

Concerning your Advisor Roles:



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 Gator Link ID.

UF's e-Learning Support Services

On behalf of the Anthony DeSantis, Associate Dean of Students:



Being a Gator means caring about the Gator Nation! If you or a fellow Gator is in distress, contact U Matter, We Care. In case of an emergency, contact the University of Florida Police Department at 352-392-1111.



Contact Us

umatter@ufl.edu | umatter.ufl.edu
352-294-CARE (2273) | @UMatterWeCare

*On Behalf of Katie Rogers, Coordinator for
The Reitz Union's Event Services:*

Make it Reitz! Renovation Information Session



You are cordially invited to attend
an informational session about the
Make it Reitz

renovation/expansion project and the highly anticipated 2016 J. Wayne Reitz Union!
Please attend an Are You Ready? session to learn about the incoming event/meeting
space and the overall Reitz Union amenities.

Are You Ready? Information Sessions will be offered on the following dates, times,
and locations for Fall semester:

10/9/15 Friday 4-5pm Arredondo Café

10/12/15 Monday 8-9pm Auditorium

11/13/15 Friday 8:30-9:30am Matthews Suite (RSVP only; capped at 50)

11/18/15 Wednesday 5:30-6:30pm Auditorium

12/11/15 Friday 8:30-9:30am Arredondo Café



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.

September's Highlights:

Advisor Orientation:

Advisor Orientations for Fall semester are complete! There will be 2 opportunities for Advisor Orientation and training in the beginning of Spring Semester. Please view January's Newsletter for information on future Advisor Trainings. In the meantime, visit www.studentinvolvement.ufl.edu for tools, resources, and more information about some online training tools that are available for student organization advisors that can provide some assistance in navigating your role as a student organization advisor.

Student Organization Officer Training:

Student Organization Officer Training is MANDATORY for Presidents, and either Vice-President or Treasurer of each registered student organization. Only one session remains on October 4th from 10 am to 1 pm in the Grand Ballroom of the J.Wayne Reitz Union. Please encourage your students to register today!

Hazing Prevention and Campus Responsibility:

University of Florida's goal is to be a "hazing-free university". This can only occur with the cooperation of all involved on campus, including our student organization advisors. Utilizing technology, we are teaching our students to prevent hazing before it starts. We recommend you and your students to participate in this 45 minute online training for preventing hazing on our campus, which may be accessed at <https://uf.prevent.zone/>. Should you witness or suspect hazing in your organization, please contact the Student Conduct and Conflict Resolution Office at 392.392.1261.

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](#).

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Try it FREE today.

Department of Student Activities and Involvement | 300 J. Wayne Reitz Union | PO Box 118505 | Gainesville | FL | 32611-8505

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