



**Student Organization Advisor Resources**

# NEWSLETTER

September 2015

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*You're invited!*



**SOAR SOCIAL**  
September 23, 2015  
12:00 pm to 1:00 pm  
Matthew Suite  
(Refreshments Provided)

Please let us know your coming. RSVP [HERE!](#)

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## UPCOMING EVENTS:

<u>Date:</u>	<u>Subject:</u>
September 3	LGBTQ+ Welcome Assembly
September 9	Student Organization Fair
<b>September 10</b>	<b>Advisor Orientation Session</b>
September 15	Student Organization Registration Deadline
<b>September 16</b>	<b>Advisor Orientation Session (Final Session)</b>
September 19	Fall Volunteer Organization Fair (CLS)
September 22	Student Organization Officer Training
September 23	SOAR Social
September 27	Student Organization Officer Training

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## Setting Expectations



Setting expectations is the first step of developing a foundation for great communication with your organization.

SAI asks that you maintain contact with our office and your organization(s) at least once a month throughout your term as an advisor. However, we allow you and your organizations to set and develop expectations independently.

Utilize this resource to guide you through your conversation with your student organizations, as you prepare and set goals for Fall and Spring semester.

[Exercise in Communication and Expectation Setting with Student Organizations](#)

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## Student Organization Advisor Orientation

Haven't registered for Orientation?  
It's not too late! [Click here](#) to register.



Student Activities and Involvement will host a 1.5 hour orientation session for advisors to review roles, responsibilities, & general information for advisors.

### Dates for Advisor Orientation:

September 10 from 12:00 pm to 1:30 pm in the JWRU Auditorium

September 16 from 10:00 am to 11:30 am in the JWRU Matthew Suite (Limited Seating)

Items covered in Orientation include:

- Functions and Expectations
- General Liability and Risk Management for Advisors
- Officer Eligibility FAQs
- Overview of Registration and GatorConnect
- Overview of Event Planning and Permitting
- Overview of Funding for Student Organizations
- AND More!



## Student Organizations Registration Deadline

**9/15**

Encourage your student organizations to register their organization on Gator Connect by September 15 at 5 pm to take advantage of all the great benefits of being a student organization.

### Benefits of being an Registered Student Organization 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.

Click to complete your [Advisor Verification Form](#).

## Student Organization Officer Training

Dates:

September 22 from 6 pm-9 pm

September 27 from 1 pm-4 pm

September 27 from 5 pm-8 pm

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 can be found [here](#). You may share the link with your student leaders at will.

*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](mailto:sdouglas@studentinvolvement.ufl.edu). Thank you!*



## "Hazing Prevention It's Everyone's Responsibility"

**Hazing is "any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a student for any purpose including, but not limited to, initiation or admission into or affiliation with any student group or organization."**

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.

## Officer Eligibility Checks Coming Soon!

Adhering to the Board of Trustee's regulation, SAI and the Dean of Students office conducts eligibility checks periodically on student leaders. Student organization officers that do not meet the requirements will be notified by SAI and must relinquish their office. 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 contact Solange Douglas at [Sdouglas@studentinvolvement.ufl.edu](mailto:Sdouglas@studentinvolvement.ufl.edu).*



## 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](mailto:Sdouglas@studentinvolvement.ufl.edu) with any questions or concerns.

STAY CONNECTED!



### RESPONSIBILITY TO REPORT NOTICE:

As a reminder, student organization advisors are CSA's or Campus Security Authorities. 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 or 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](#).