Office of Student Activities
RSO Advisor Handbook
2012 – 2013

Be Yourself. Color Outside the Lines.
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Advisors
Each RSO must have a currently employed Juniata College faculty or staff member as an advisor. An advisor usually shares a genuine interest in the student organization’s purpose, lends support to the group, and challenges students to meet the educational mission of Juniata College. Student Leaders should use their advisors as a sounding board for ideas, as people knowledgeable of college policies, as sources of organizational continuity, and as professional resources.

Expectations of Advisors

- Develop solid relationships with the executive board members.
- Serve as a resource for students on College policies and other information pertinent to the individual organization.
- Support the members and the club's activities through attending meetings, events, and other functions whenever possible.
- Assist with maintaining accurate and fair practices regarding decisions and spending.
- Sign-off on all financial paperwork.
- Help improve individual and team leadership amongst the executive board and the members.
- Listen, motivate, challenge, support, and empower students.

If advisors have any questions, please contact our office at x3330.

Alcohol Policy
Pennsylvania state law prohibits the purchase, possession, consumption, and/or transportation of alcoholic beverages by persons under the age of 21. In addition, state law prohibits the furnishing of alcoholic beverages to those under the age of 21.

Juniata College policy complies with state law and permits only those students who are 21 years of age and older to possess or consume alcoholic beverages on campus. Students in violation of the Pennsylvania law and/or Juniata College policies are subject to disciplinary action, including campus disciplinary proceedings, civil liability, and criminal prosecution. The College will not impede enforcement efforts by federal, state, or local law enforcement agents and holds each individual responsible for his or her own conduct.

For an Event with Alcohol
College policies apply to all student clubs and organizations. To register a campus event where there will be alcohol, please complete the Social Request Form and meet with the Assistant Director of Student Activities at least two (2) weeks before your scheduled event.

Remember

- The purchase, possession, consumption, and/or transportation of alcoholic beverages by those under the age of 21 are prohibited.
- Furnishing alcoholic beverages to people under the age of 21 is prohibited.
- Kegs, beer balls, and similar products are not permitted on campus.
- The possession of excessively potent forms of ethyl alcohol (i.e., grain) for drinking purposes is prohibited.
- Each student must carry proper identification and proof of age and produce such identification when requested by a college official. All guests who are 21 years of age or older must have a wristband provided by the sponsoring organization.
- Non-student guests are subject to all college policies related to the use of alcoholic beverages. Student hosts will be held responsible for the behavior of their guest(s).
- Open containers of alcoholic beverages are prohibited in public areas of the college. The Assistant Director or Director of Student Activities may grant exceptions to this policy for registered social functions.
• All social functions in public areas involving the use of alcoholic beverages must be approved at least two (2) weeks in advance by the Assistant Director or Director of Student Activities and must comply with the procedures outlined on the Social Request Form.
• Event sponsors may not distribute alcoholic beverages at the function. Beverages can only be distributed by the Event Managers who are certified TIPS trained individuals. All registered social events must be BYOB (bring your own beer). College funds may not be used to purchase alcoholic beverages and sponsors may not participate in the purchase and/or delivery of alcoholic beverage for attendees.
• All social functions involving alcoholic beverages in public areas must have an Event Manager present. Event Managers will oversee the checking of identification and distribution of alcoholic beverages to guests. The Assistant Director of Student activities will coordinate the Event Managers that will work your approved event. If no Event Managers are available, the event will need to be rescheduled for a later date and/or cancelled.
• When alcoholic beverages are permitted, non-alcoholic beverages and food must be provided.
• Social functions in residence hall lounges must comply with residence hall policies.
• Event sponsors must not interfere with college officials when monitoring the function and enforcing policies.
• If an organization cancels a social function, the event sponsor must notify the Office of Student Activities with at least 24 hours’ notice.

Note: Event Managers will be paid minimum wage ($7.25/hour) for working BYOB events. Below lists the amount that needs to be paid per Event Manager per hour. You will be contacted by the Office of Student Activities to transfer funds to pay for the Event Managers.

- 1 hour = $7.25
- 2 hours = $14.50
- 3 hours = $21.75
- 4 hours = $29.00

Baker Refectory Policy
Use of Baker Refectory for special events complicates normal food service operations. To better facilitate multiple use of Baker Refectory and to improve communication and cooperation amongst all involved, the following guidelines have been established:

• Requests for the use of Baker Refectory must be submitted at least two (2) weeks in advance.
• Reservations for the use of Baker Refectory are arranged through the Office of Conferences & Events by submitting your request online through Event Scheduler and require the approval of the Director of Food Services and the Director of Facilities Services to indicate appropriate staffing arrangements.
• Facilities Services will assume responsibility for set-up and clean-up of Bakery Refectory prior to and after scheduled events - excluding decorations (see Decorations Policy) and sound/technology equipment.
• As is general practice, damage charges resulting from scheduled events will be assessed to the host individual/organization.
• In accordance with Juniata College’s dining services policy, Sodexo has exclusive on-campus catering privileges (right of first refusal).
• A one hundred dollar ($100) fee will be assessed to cover expenses associated with each use of Baker Refectory. No fee will be charged for events cancelled with at least twenty-four (24) hours’ notice.

Budget Allocation
RSOs requesting college funding for the 2013-2014 academic year, must submit an allocation request to Student Government (available on the Student Government web page) during the Spring allocation process. The form requires detailed information regarding expenditures, revenues, and activities planned during the academic year. The Student Government Allocation Board and Common Interest Sectors (CIS) will review the request(s) and allocate money appropriately.
2013-2014 Re-Registration and Allocation Timeline:
- Monday, February 4, 2013 – RSO Re-Registration/Allocations paperwork available
- Friday, February 15, 2013 – RSO Re-Registration/Allocations paperwork due by 5:00 pm

For RSOs to receive money outside the traditional Spring allocations process, RSOs should complete and submit the [Petition for Funds (for RSOs)](http://studentgovernment.juniata.edu/) form found on the Student Government and Office of Student Activities web pages.

**Clearances when working with Minors**
Juniata College students who work with children under 18 years old, must receive a criminal background check and a child abuse clearance. If your RSO plans to sponsor a babysitting night for the community, an educational camp or any activity of the like, please contact Human Resources at x3195 to obtain the appropriate paperwork for clearances. Please know that a child abuse clearance may take up to two months to process.

**Communication**
**Faxes:** Student organizations may use the fax machine in the Office of Student Activities for sending and receiving faxes. The number is (814) 641-5312. Please ask senders to include a cover sheet and to write clearly.

**Photocopies:** Every RSO should plan on utilizing the print shop for all printing and copying needs. Please plan your print and copy jobs ahead of time, giving the print shop at least two days advance notice. You can submit your jobs through the following web site: [http://www.juniata.edu/services/printshop/](http://www.juniata.edu/services/printshop/) and use your RSO account number. If you fail to do so and pay with cash, you will be charged tax for your print job for your RSO order. Copies and prints that you make using your own personal student account will count toward your overall print allocation for the given school year.

**Email:** To receive your organization’s e-mail address, please email the Student Government Officer of Technology at StudGov@juniata.edu. Once your request has been processed, you will receive the username and password for your RSO Google Site email.

**Google Sites:** Every student organization is encouraged to request and maintain a web page on the Juniata College Google Site for RSOs. RSOs should design an interactive web page which provides information to prospective and current students, alumni, and visitors. To receive your organizations’ Google Site information or assistance with creating, maintaining, or upgrading your web page, please contact the Student Government Officer of Technology at StudGov@juniata.edu.

**Community Service Activities**
The [Community Service Office](http://communityservice.juniata.edu/) provides resources and local links for student organizations interested in service to the local community and beyond. For more information, please call x3365.

**Contracts and Insurance**
All RSO programs/events that have an outside individual or group coming to campus to perform, speak, DJ, etc. need to have the Juniata College contract submitted to that individual/organization by the Office of Student Activities. Also, all outside artists, vendors, etc. **must** have insurance. Please review the [insurance requirements for external vendors](http://studentgovernment.juniata.edu/). You must schedule a meeting with the Office of Student Activities **at least four (4) weeks** in advance of your event to complete all necessary paperwork and to insure that everything is in order.

**ALL** outside vendors and entertainers must complete a license to sell merchandise. This license is available at the Huntingdon County Courthouse.

**Note:** Students and Advisors are not allowed to sign contracts on behalf of the College for RSOs.
Diversity
The Office of Student Activities encourages and expects a commitment to diversity and inclusion amongst student organizations and leaders. Officers should remain conscious of people's feelings and be inclusive while communicating, planning, recruiting, and leading. Every member of a student organization should feel supported and included. For program ideas or questions regarding diversity, please contact the Office of Student Activities or the Office of Diversity and Inclusion at x3125.

Emergency Procedures
In the event of an accident or injury to a member during one of your organization's activities, please follow these guidelines:

- If you are on campus and it is an emergency medical situation, contact Public Safety at (814) 641-3636.
- If you are off campus, please contact 911 and then Public Safety at (814) 641-3636.
- The athletic medical staff of the Kennedy Sports & Recreation Center Training Room is only able to provide treatment to in-season varsity athletes.

Field Trips and Travel Policy
When planning a trip off-campus, RSOs must refer to the Juniata College Travel Policy.

To reserve a college owned vehicle, RSOs must do the following:

- Complete the online travel form which can be found on the ARCH.
- Meet with the Director of Student Activities once the form has been submitted (please schedule an appointment).
- Review with the Director of Student Activities the trip information. If the Director of Student Activities sees that everything is in order, he/she will sign off on the form and submit to Facilities Services
- Once the form has been submitted to Facilities Services by the Director of Student Activities, RSOs can then reserve college owned vehicles.

To reserve a rental car, please call our local Enterprise Rent-A-Car agent at (814) 643-5788 and place the reservation in the name of Juniata College. You must be an approved Juniata College driver to reserve a car through the rental agency. All college policies apply to rental cars as well.

Travel Conduct: As representatives of Juniata College, students must act appropriately. Juniata College rules and regulations apply on all college-sponsored trips. The use of alcoholic beverages during trips sponsored by RSOs must comply with all applicable college policies and local, state, or federal laws.

Vehicle Usage: To use a college-owned vehicle for a trip, call Facilities Services at x3389. The rental fee ($45.00/day and surcharge of $14.00 for each 100 miles driven in the vans; $65.00/day and surcharge of $17.00 for each 100 miles driven in the mini bus) will be charged to the RSO account at the time of the reservation. Drivers must be of at least sophomore standing, 19 years old, need to take an instructional class, pass a driving test administered by Facilities Services or the Office of Student Activities and have a clean and valid driver's license.

The college reserves the right to restrict usage of college vehicles in order to ensure the safety of the passengers and/or the vehicles.

Flags
To fly any of the international flags for an event, contact Facilities Services at x3391. Please be sure to specify which country's flags you would like and where you would like them flown. Please know that Juniata College has flags which represent the countries of our current and past students. For additional information on the flags, please contact the International Office at x3180.
Fundraising Policy
To conduct fund-raisers, the following policies apply:

- RSOs must complete the online Fund-raising/Solicitation Application and receive approval for their fund-raiser from the Office of Student Activities before monies can be raised for their RSO and other non-profit organizations. The online form needs to be completed and submitted at least two (2) weeks before the fund-raiser/solicitation date.
- When soliciting money from off-campus businesses, please complete the Fund-raising/Solicitation Application Form and thoroughly detail your fundraising plan. Your application will be reviewed by the Office of Student Activities and you will be notified by OSA if you will need to follow up with the Development Office.
- Only RSOs may solicit door-to-door in the residence halls or other college buildings. You must receive approval from the RD of each building. **Note:** There are additional policies for fund-raisers held at East Houses and where you must receive final approval from the RD of East Houses before holding your fund-raiser.
- To use the Ellis Hall Lobby for solicitation purposes, use Event Scheduler on the Arch to reserve the table space.
- To sell tickets or conduct sign-ups at the Ellis Hall information desk, RSOs must receive permission from the Office of Student Activities.
- **Students cannot directly solicit Juniata College faculty or staff members for donations. They may, however, use indirect methods such as the Daily Announcements or flyers to reach them.**
- The College holds a "Small Games of Chance" license which allows student organizations to conduct fund-raisers such as raffles and 50/50 drawings. Betting pools (such as sports tournament pools or poker) are not permitted because they constitute a violation of gambling laws.
- RSOs must report the total amount of funds raised to the Office of Student Activities by completing the RSO Fund-raiser Reporting Form and deposit **ALL** money in their RSO account before any money can be spent and/or donated.

For outside persons/organizations wishing to solicit on campus (including posting flyers, signs, etc.), please submit the Fund-raising/Solicitation Application and $15.00 payment. Please make checks payable to Juniata College and send to the Office of Student Activities at 1700 Moore Street Huntingdon, PA 16652.

Golf Cart Policy

- Contact the Dean of Students Office at x3150 for use of the golf cart.
- All operators of any golf cart must have a current and valid driver's license.
- Every person in the golf cart must have their own seat and remain seated while the golf cart is in motion.
- Golf carts operating at night must have appropriate headlights and taillights which are activated during operation.
- Items being transported in any golf cart must be properly secured.
- Golf carts shall be operated on paved surfaces only and must not block walkways, entrances or exits of any building.
- Pedestrians and vehicles have the right of way at all times.
- Golf carts must obey **ALL** traffic devices, stop signs, etc. and are not permitted to operate on Huntingdon Borough roadways (except to cross Moore Street).
- When crossing Moore Street, operators must utilize crosswalks at **17th Street, 18th Street, 19th Street** and **College Avenue** from the rear walkway of Sunderland Hall.
- Operators must remove the ignition key and engage the brake before exiting the golf cart.
- No personal use of a golf cart is permitted.
- Operating privileges of any golf cart operator may be revoked at any time pending an investigation.
- Incidents involving damage or injury shall be reported to Gail Ulrich, and the Dean of Students Office (for those involving students).
- Violators of this policy shall be cited by the Public Safety and are subject to disciplinary actions; it is the individual's responsibility to pay all fines.
Hazing Policy
Hazing is prohibited under Pennsylvania State law. Any person who causes or participates in hazing commits a misdemeanor of the third degree (P.L. 1595, No. 175, subsection 3). Hazing is also a violation of college policy and infractions may result in a direct referral to the Judicial Board and/or suspension from the college. "Hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by Juniata College (Anti hazing Law).

High-Risk Activities and Insurance
Bungee jumping and sky-diving are activities deemed by the college as high-risk and will not allow any RSO to sponsor these two activities.

All members of RSOs must complete the online Participation Agreement by Friday, September 21, 2012. Members of RSOs who do not complete the agreement form will not be allowed to participate in RSO functions until our office has received the completed form.

If your RSO actively competes, it is recommended that you have at least one (1) person present from your RSO with a current CPR certification during practices and competitions. If there are no members or the advisor does not have a current CPR certification, you can contact the Juniata College Emergency Medical Services RSO to arrange for the necessary training.

Any medical expenses as the result of an injury occurring during a student organization activity are the responsibility of the student's health insurance provider. Most students are covered through family insurance and students should check with their insurance provider to make sure that they have adequate coverage. If not, the College has a personal accident and sickness policy available for purchase which will provide coverage at a reasonable cost. Please contact Gail Ulrich at x3194 for more information.

Juniata College Name and Logos on Merchandise
When using the Juniata College logo or college name, RSOs must follow the guidelines in the Standards Manual for the suggested usage for any official College image. Please note that each RSO is responsible for the official Juniata College mark/logos found in the Standards Manual or the ‘Juniata College’ on merchandise. If you have questions concerning the appropriate usage, call the Office of Student Activities at x3330 or the Marketing department at x3133.

Membership
Only currently enrolled Juniata College students and employees may participate in student organizations and only students may hold executive board positions. Juniata College strongly encourages RSOs to set minimum academic and ethical standards for members and officers.

All members of RSOs must complete the online Participation Agreement by Friday, September 21, 2012. Members of RSOs who do not complete the agreement form will not be allowed to participate in RSO functions until our office receives the complete form.

Monies (budget, contracts, payments, and deposits)

Budget
All student organizations have accounts through Juniata College. Student organizations may NOT have outside accounts (i.e., accounts at local banks). RSO account numbers start with 21, then have a five digit account code specific to each organization, followed by a four digit object code: for example, 21-AAAAA-XXXX. Each treasurer will receive the organization's account number during Treasurers Training at the beginning of the new school year. When depositing or withdrawing money from the organization's account, the object codes are 4829 and 6199 respectively.
The treasurer and the advisor serve as the organization's controllers/budget officers.

All paperwork MUST have both of their signatures or the Director/Assistant Director of Student Activities for processing. Alternatively, the advisor may submit a dated email with specified use of funds as opposed to a signature.

For a copy of the organization's budget please contact the Student Government Treasurer at StudGov@juniata.edu or the Office of Student Activities at osa@juniata.edu.

On-campus charges (i.e. food services, vehicle usage, print shop, etc.) will be charged directly to the RSO's account.

ALL RSOs, including JAB and Student Government classes, are required to turn in a detailed list of any person receiving a prize. Please complete the RSO Prize Sheet and send to both the Office of Students Activities and Barb Reck once the prizes have been given.

RSOs are expected to keep accurate and ethical records of their financial matters. RSOs should be conscious about how they spend their money and be sure to end the year with a positive balance. RSOs will be randomly audited throughout the school year so records need to be up-to-date.

PCards are ideal way to make club transactions. PCard receipts must be turned in to the Office of Student Activities by 12:00 pm on the 28th of each month unless otherwise noted. Consequences for missing/late Pcard Receipts: 1st time - warning; 2nd time - Pcard will need to be turned into Barb Reck for the remainder of the school year.

Contracts
All RSO programs/events that have an outside individual or group coming to campus to perform, speak, DJ, etc. need to have the Juniata College contract submitted to that individual/organization by the Office of Student Activities. Also, all outside artists, vendors, etc. must have insurance. Please review the insurance requirements for external vendors. You must schedule a meeting with the Office of Student Activities at least four (4) weeks in advance of your event to complete all necessary paperwork and to insure that everything is in order.

All outside vendors and entertainers must complete a license to sell merchandise. This license is available at the Huntingdon County Courthouse.

Note: Students and Advisors are not allowed to sign contracts on behalf of the College for RSOs.

Purchases
For all purchases the treasurer must complete the appropriate accounting forms. The forms will require both the treasurer's and the advisor's signatures. Forms are located on both the Office of Student Activities and Student Government web pages as well as on the Student Activities pdrive. Click on the pdrive, select the Administration Folder, click on the Student Activities folder, click on RSO Information, then click on Forms.

All purchases are tax exempt. Please make sure to use the grey Wal-mart tax exempt card when making purchases at Wal-mart or notify the cashier at other merchants that Juniata College is tax exempt. The Juniata College tax exempt number is located on the purchasing card. If you need a tax exempt form for making purchases for your RSO you can obtain this form from Barb Reck in Account Services or from the Office of Student Activities during normal business hours, Monday-Friday. Sales tax will not be reimbursed.

Receipts, contracts, and invoices must be kept for all purchases. Organizations should make copies of their receipts for their own records. RSOs will be randomly audited throughout the school year. Different options for organizations to make purchases/payments:

- **Purchasing Cards (PCard):** PCards are the ideal way for RSOs to make transactions. An organization may receive a PCard by having at least $800.00 in their RSO account at the start of the school year, successfully complete Treasurers Training, and completing the appropriate paperwork with Barb Reck in Account Services. PCards must be reconciled and the original receipts (with the advisor’s and treasurer’s signatures) MUST be turned in to the Office of Student Activities by 12:00 p.m. on the 28th of each month unless otherwise noted.
Consequences for missing/late Pcard Receipts: 1st time - warning; 2nd time - Pcard will need to be turned into Barb Reck for the remainder of the school year.

- **Purchase Orders (P.O.):** Purchase Orders should be used when companies do not take a PCard or check. For a P.O. complete the Purchase Requisition Form and take it to Barb Reck in Accounting Services. Barb will provide you with a P.O. number for the company you are purchasing from.

- **Reimbursing a member's personal money:** If a member of your RSO does not have the RSO PCard, reimbursement of an individual's personal money is the next simplest method of payment options. Complete the Cash Reimbursement Form when a member of the organization uses his or her own money for a purchase under $100.00 and submit to the Bursar's Office in Founders Hall. Please complete an Accounts Payable Form for reimbursements over $100.00 and also submit to the Bursar's Office in Founders Hall.

- **Cash Advance:** Cash advances provide RSOs with cash without dipping into any member's personal monies. Cash advances should be used for trips and purchases when a PCard is not available. Cash Advance Forms may be used for purchases under $100.00. Complete the Cash Advance Form and take it to the Bursar's Office in Founders Hall. After making the purchase, bring the receipts, the unspent money, and a Cash Advance Clear Form back to the Bursar's Office to be re-deposited. This must occur within one week of receiving the cash advance. If your organization will need to borrow more than $100.00, an Accounts Payable Form will need to be used rather than a Cash Advance Form. In this case, the person submitting the form will receive a check rather than cash.

- **Check Advance:** This option should be used when paying entertainers or companies a pre-arranged price. Complete the Accounts Payable Form as well as a W-9 form and return it along with the contract to Barb Reck in Accounts Payable by noon on Tuesdays. Unless specified, checks will be mailed after the check is processed.

**Note:** When paying students for services (for example, WKVR's DJs), the student MUST receive his or her check through payroll and be paid on an hourly basis.

**Deposits**
For all deposits, the organization must complete a Deposit Form. Forms must be signed by the treasurer and taken to Bursar's Office in Founders Hall.

**Movie Policy**
Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 "the copyright owner has the exclusive right, to perform the copyrighted work publicly." Hence, RSOs wishing to show a copyright motion picture or audiovisual must acquire a license.

To discuss the licensing process, please schedule a meeting with the Office of Student Activities. Educational exemption is only for copyrighted materials for a class AND as part of a set curriculum. Having a discussion about the film does not fall under this exemption. If an RSO would want to show an educational movie, it would have to be in one of their residence hall rooms and not in a public place like a residence hall lounge, classroom, etc.

**Organization Registration**
Registered Student Organizations (RSOs) must complete the registration process annually and meet the following criteria:

- Must have at least 10 members (including officers) all of whom attend Juniata College.
- May not discriminate on the basis of race, religion, national origin, age, gender, color, sexual orientation, ability, marital status, or veteran status.
- Must have a current Juniata College employee serve as an advisor.
- Must designate a student as President and Treasurer whom are required to attend the scheduled trainings throughout the school year. If an RSO forms after the start of the school year, those members will need to complete the online RSO Re-registration form and wait for the paperwork to be processed by Student Government.

To start new organizations please complete the online New RSO Application. The Director of Student Activities will review the request from a liability perspective, and after the Director signs off on the form, the form is given to Student Government.
for final review and approval. Once Student Government approves the RSO, the RSO is notified and training will be scheduled with the Student Government Treasurer or Office of Student Activities. Lastly, new RSOs are required to attend the next scheduled Student Government Senate meeting.

After completing training, RSOs receive the following benefits:

- May apply for funding through Student Government.
- May reserve and use College facilities and vehicles for club activities.
- May conduct fund-raisers once approved by OSA.
- May advertise on campus.
- May apply for an email account and Google Site.
- May use the resources provided by the Office of Student Activities including the art supplies, bulletin board paper, and leadership library.
- Will receive information on programs and activities which benefit the organization.
- May register for a table at Lobsterfest.

If an RSO fails to register each year, the RSO will become inactive and their funding will be transferred back to Student Government. Note: RSOs represent the interests and the views of their members and do not necessarily represent the views of Juniata College or its employees.

Sign-Posting Policy

- Signs, posters and advertisements on campus may go on bulletin boards, tiled walls and interior doors. Signs may not go on outside entrances and painted, wallpapered, or glass walls. Note: No signs, posters, etc. are allowed to be posted in Founders Hall.
- Banners may be hung in residence halls with permission from the Director of Residential Life or the appropriate Residence Director of the building.
- RSOs may use chalk on paved surfaces. Note: Chalk is not allowed on the brick.
- The supplies in the art room within the Office of Student Activities are available for RSOs.

ALL advertisements should be removed following an event. Signs and banners posted in prohibited locations will be removed. Non-college organizations must receive approval from the Office of Student Activities and pay $15.00 before posting any signs on campus. If non-college organizations fail to follow this policy, our office reserves the right to take down any advertisements.

Sodexo Catering Policy

In accordance with Juniata College's Sodexo contract, catering needs for on-campus programs must go through Sodexo Food Services first. An outside vendor may only be used if the Director of Food Services grants permission. To request food for your RSO, please contact the Catering Manager, at catering@juniata.edu at least two (2) weeks before your event.

Sodexo can prepare bulk items for the cultural clubs on a case-by-case basis. For example, Sodexo can cook a lot of rice, noodles, etc. easily. Students need to submit food requests well in advance as outlined below:

- 2 weeks before event - all food requests must be submitted to Sodexo by RSO (cc OSA on ALL Sodexo food requests).
- 1 week before event - final confirmation from Sodexo sent to RSO and OSA will be cc'd on those emails.
- 72 hours (3 days) before event - final meeting (if needed) regarding the event.

2012 Sodexo Rental Prices
- Plates - $0.46 each
- B&B plates - $0.38 each
- Goblets - $0.45 each
- Coffee Cups - $0.50 each
- Fork, knife & spoon set - $0.99 each set
- Bowls - $0.46 each
- Chafers - $5.00 each
- Sterno - $2.00 each (need 2 per chafer)
- Linens - $3.00 each
- Linen Napkins - $0.50 each
- Skirting - $45.00 each

***Please note that a fee will be assessed for damages to items rented from Sodexo.

Title IX

Juniata College and its Athletic Department encourage students to become active participants in growing the scope and strength of our athletic programs. Gender Equity and Title IX Compliance are strong considerations as we evaluate opportunities to elevate club, intramural and new sport interests to the varsity level.

If you are interested in participating in a sport that is not currently sponsored by the Juniata College Athletic Department, contact Caroline Gillich, Senior Woman Administrator to obtain the appropriate paperwork.
**Advisor/Student Leader Agreement:**
This worksheet can guide communication and expectations between the organization’s student leaders and the advisor. Both the advisor and the officers should review and discuss each item. You may need to compromise on certain expectations where the advisor and the officers have opposing views.

<table>
<thead>
<tr>
<th>The Advisor is expected to…</th>
<th>Advisor</th>
<th>Student Leaders</th>
<th>Agreement</th>
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<tbody>
<tr>
<td>Attend all general meetings of the organization.</td>
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<tr>
<td>Attend all officer meetings.</td>
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<td>Call officer meetings when the advisor deems necessary.</td>
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<td>Explain Juniata College policies when appropriate.</td>
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<td>Help the president prepare agendas for each meeting.</td>
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<td>Serve as the parliamentarian to the group.</td>
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<tr>
<td>Speak up during discussions to prevent poor decision-making.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double-check/follow-up on event planning arrangements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide resources and ideas to the organization and leadership.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take an active part in formulating group goals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act as a group member.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be copied on all correspondence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the treasurer’s binder to ensure ethical spending and accuracy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend all RSO activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be a problem solver.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run the general meetings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be a counselor.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help promote the club and recruit members.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serve as a mediator if conflicts arise within the group.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Role Clarification Tool:**

Directions: Advisor and officers should complete this worksheet individually, then compare and discuss answers.

<table>
<thead>
<tr>
<th>RSO Student Leader</th>
<th>RSO Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________________</td>
<td>Name: ______________________</td>
</tr>
</tbody>
</table>

As a student leader of the organization, my responsibilities include the following:

As an advisor, I view the above student leader’s roles as the following:

I see my advisor having the following responsibilities:

As an advisor, I see myself having the following responsibilities:

I believe I will gain the following skill set from holding this leadership position:

From the advisor’s standpoint, I believe the above student leader will gain the following skill set from his or her position:

I hope to further develop in the following areas this year:

I hope to help the above student leader further develop in the following areas this year:

In addition to this RSO, some of my other responsibilities include:

Some of my other responsibilities this year include:

I am excited about this year and my position because:

I am excited about this year and my position because:

### Advising Styles for Various Levels of Student Development

<table>
<thead>
<tr>
<th>Perceived Student Level</th>
<th>Suggested Advising Style</th>
<th>Suggested Advisor Tasks</th>
</tr>
</thead>
</table>
| Low levels of commitment to organization, programming skills, and personal responsibility for actions. | **Director**- high concern for product; low concern for process. | • Find out why students/officers are involved in the organization.  
• Sell officers/members on the benefits of involvement.  
• Set goals so the group has a common purpose.  
• Remind the officers to attend workshops to build and strengthen programming and leadership skills. |
| Increasing levels of programming skills, interest, commitment, and responsibility.    | **Teacher/Director**- high concern for product; high concern for process. | • Encourage participation in workshops.  
• Encourage small steps.  
• Provide assistance and direction for the officers.  
• Evaluate achievements.  
• Help the group with overall organization. |
| Moderate levels of competency in programming, strong commitment to group, and willingness to take personal responsibility. | **Advisor/Teacher**- low concern for product; high concern for process. | • Spend time with officers following meetings to help them process.  
• Evaluate programs, performance, and goals with the organization.  
• Process the group dynamics and level of group member development. |
| High level of commitment to group, programming skills, and personal responsibility for actions. | **Consultant**- low concerns for product and process. | • Answer questions.  
• Promote “teaching leadership” to rising leaders.  
• Challenge leaders to collaborate with other RSOs.  
• Encourage leaders to think bigger and make their programs more inclusive and educational. |

Student Skill Sets Checklist
Student’s Name: ___________________________  Position: ___________________________

Programming Skills

☐ Attendance
  o Attends RSO programs that student was actively engaged in the planning process
  o Attends RSO activities that the student was not actively engaged in the planning process

☐ Event management
  o Can assist with room decoration/set-up
  o Knows how to operate sound system
  o Can manage onsite ticket sales
  o Can arrange for ticket sales via Information Desk
  o Can design and print tickets through Print Shop
  o Effective at marketing/advertising
  o Can work with Facilities and Conferences and Events on room layout
  o Able to maintain an accurate budget
  o Submits receipts in a timely manner
  o Can fulfill rider requirements (re: hospitality)
  o Can reserve a room through the Event Scheduler
  o Can work with Sodexo on food needs
  o Can create a production document for day-of-event
  o Confirms delegated duties (accommodations, food, facilities, paycheck, volunteers, etc.)
  o Maintains positive communication to external sources
  o Can work effectively with Juniata’s Marketing office to send press releases out about events
  o Can work effectively with the Juniatian on coverage of programs
  o Arranges for BYOB events in a timely manner
  o Has thought about ways to incorporate (community) service into the event
  o Has thought about how to uphold our commitment to sustainability

☐ Event execution
  o Models professionalism throughout event
  o Maintains calmness amongst chaos
  o Thanks artists and guests
  o Provides positive encouragement and motivation to committee
  o Thanks committee and RSO membership
  o Picks up performer’s check, cash box, and/or change
  o Effectively oversees and supervises event to ensure event runs smoothly
  o Ability to troubleshoot
  o Confident in troubleshooting
  o Can create immediate programming to fill time gaps (when artist is delayed)

☐ After event
  o Evaluates and assesses program and planning process
  o Sends thank you notes to those involved
  o Submits accurate budget and receipts to RSO treasurer (if not already involved)

☐ Working with artists
  o Can effectively host artists (meet/greet)
  o Can line-up over and on-site accommodations
  o Can arrange for necessary meals
  o Maintains professionalism
  o Understands contracts
  o Can successfully and professionally negotiate with agents or artists

☐ Organizing practices/games
  o Works with affiliated associations and schools to arrange for competitions
  o Coordinates practice/game space with other club teams and the college
- Comes prepared to practices in order to keep team engaged
- Takes into consideration physical abilities of teammates during practices and challenges them appropriately
- Includes each teammate regardless of ability during practices

- Professional conferences
  - Maintains professionalism
  - Attends workshops
  - Takes initiative in meeting and networking with other professionals/attendees
  - Reinforces previous contacts and relationships
  - Positively promotes Juniata College
  - Presents at conferences
  - Is able to communicate what he/she learned at the conference to others

**Leadership Skills**

- **Time management**
  - Maintains commitment to RSO throughout year
  - Arrives on time to meetings
  - Behaves appropriately during meetings (does not interrupt, comes prepared, maintains agenda)
  - Effective at running meetings
  - Follows through with assignments
  - Meets deadlines

- **Teamwork**
  - Values teamwork
  - Positively encourages and motivates team
  - Rewards and recognizes individuals
  - Rewards and recognizes group
  - Contributes to team
  - Works well with others
  - Delegates responsibility
  - Trusts teammates
  - Appropriately confronts people
  - Uses WE vs. I terminology
  - Committed to team
  - Enthusiastic
  - Visible
  - Approachable
  - Maintains a sense of humor
  - Compromises
  - Collaborates
  - Allows others to lead

- **Effective communication**
  - Good public speaker
  - Good written and oral communication (clear, direct, good grammar and spelling)
  - Positive communicator
  - Informed communication (provides information and direction in communicating)
  - Keeps people well-informed
  - Clear expectations
  - Maintains confidentiality

- **Thought/decision-making**
  - Creative thinking (can think outside the box, come up with new ideas)
  - Critical thinking (can be realistic in programming, not take business personally)
  - Analytical thinking (can reason, rationalize, explain thought process)
- Can set immediate goals for self
- Can set long range goals for self (has vision)
- Can set immediate goals for group
- Can set long range goals for group (has vision)

☐ Overall leadership skills
  - Programming
  - Event management (see Programming list)
  - Teaches leadership
  - Role models leadership

☐ Values civic responsibility, service, and sustainability
  - Inclusive language
  - Promotes diversity amongst programs
  - Promotes diversity within committee
  - Confronts inappropriate behavior in an appropriate way
  - Respectful of individuals and individual ideas
  - Can be content with disagreement (agree to disagree)
  - Values helping others
  - Committed to creating a sustainable environment
**Student Leader Meetings**

Advisee: ____________________________________________

Position: ____________________________________________

Date: ________________________________________________

How are you doing? (Check-in with classes, roommates, personal life)

Follow-up from the previous meeting:

- Did the student accomplish what you outlined? Why or why not?
- If there was an event in the last week, how did that go? What worked well? What needs improvement?
- Did the student delegate responsibilities to his/her committee? Why or why not?

Discuss upcoming needs:

- What does the student need to do to continue moving forward?
- What tasks should the student leader delegate to his/her committee?

**For Office Use Only**

Student’s strengths:

Student’s areas to improve:

Programming skills to focus on for next meeting:

Leadership skills to focus on for next meeting:
Program Planner

Title of Program

Sponsoring RSO(s)

Day/Date/Time________________________ Location__________________________________________

Total Attendance_________________ Repeat Program: Yes__No____

Brainstorm
1. With your members brainstorm a list of programs your RSO would like to provide for the campus community. Be sure to write down the suggestions and have a separate facilitator lead the discussion. Questions to consider:
   a. What is the mission of our organization? Does the proposed event match our mission? (Set a goal for the program.)
   b. What makes us unique at Juniata – what can we provide that other RSOs cannot?
   c. What will be of interest to the Juniata College community? Who is our target audience?
   d. Is another RSO already sponsoring a similar program? Could we collaborate with them?
2. While brainstorming, encourage everyone to be creative. Follow the rules of brainstorming:
   a. Save all comments and criticism until the end.
   b. The bigger the idea, the better. (You can make the ideas more realistic later).
   c. Come up with lots of ideas… think both quantity and quality during brainstorming.
3. After brainstorming, eliminate unrealistic ideas and condense the list (decide which event is the right one for your RSO to sponsor).

Project a Budget
Estimate the program’s budget to see if you need additional funding or need to sell tickets.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Projected</th>
<th>Actual</th>
<th>Income (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering/Food</td>
<td></td>
<td></td>
<td>Tickets (students)</td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
<td>Tickets (public)</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td>Co-sponsor 1 (name)</td>
</tr>
<tr>
<td>Performer Fee</td>
<td></td>
<td></td>
<td>Co-sponsor 2 (name)</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td>Income (actual)</td>
</tr>
<tr>
<td>Posters</td>
<td></td>
<td></td>
<td>Tickets Sales $</td>
</tr>
<tr>
<td>Table Tents (Baker)</td>
<td></td>
<td></td>
<td>Co-Sponsors $</td>
</tr>
<tr>
<td>Tickets (printing)</td>
<td></td>
<td></td>
<td>Other $</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Total Actual Income $</td>
</tr>
</tbody>
</table>

Total Expenses $_______ $_____ Total Actual Income $________

Total Actual Net (Expenses-Income) = $________________________
Pre-Event Logistics Checklist

**Event Location (reserve through the Event Scheduler)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain Location</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>

**Contracts (at least four weeks in advance)**

<table>
<thead>
<tr>
<th>Requested (contract, insurance, W-9 form)</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proofread by RSO members</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Completed Accounts Payable form</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Meet with Office of Student Activities</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>

**Facility/AV Needs (reserve through Event Scheduler)**

<table>
<thead>
<tr>
<th>Sound, lights, and technology</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up needs</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Confirm with A/V and Conferences &amp; Events</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>

**Food Needs**

<table>
<thead>
<tr>
<th>Contacted Sodexo (two weeks in advance)</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

**Performer Arrangements (two weeks and within 48 hours of show)**

<table>
<thead>
<tr>
<th>Confirm Arrival Time/Location</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight Accommodations</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Meals</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Directions and Map to performer</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>

**Ticket Sales**

<table>
<thead>
<tr>
<th>Prices Set</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print tickets</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Arrange for sales in Ellis Lobby</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>(reserve table through Event Scheduler)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange for sales at Information Desk</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
<tr>
<td>(complete Event Sign-up Sheet on OSA Webpage)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Vans Reserved through Facilities</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus or Chartered Bus</td>
<td>Yes/No</td>
<td>Completion Date</td>
</tr>
</tbody>
</table>
### Advertising

<table>
<thead>
<tr>
<th>Event</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar of Events (as soon as possible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner/Poster (2 weeks in advance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Tents in Baker (2 weeks in advance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arch (as soon as possible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Announcements (1-2 weeks in advance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Advertising (1-2 weeks in advance)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Alcohol Events (10 Days in Advance)

<table>
<thead>
<tr>
<th>Event</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYOB (w/ Assistant Director of Student Activities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSO Event Managers: #1_____________________    #2________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Follow-up (Within 1 week after the event)

<table>
<thead>
<tr>
<th>Task</th>
<th>Yes/No</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid all financial obligations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted all P-card receipts to OSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed program evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you would like to schedule an appointment to discuss your event, please contact the Office of Student Activities at (814) 641-3330, Monday – Friday, 9:00 am – 5:00 pm.
Program Evaluation

Program Title __________________________ Program Date/Time __________________________

Description of Program:
_________________________________________________________________________________
_________________________________________________________________________________

Program Presenter(s) ________________________________________________________________
Program Planner(s) _________________________________________________________________
Program Sponsor(s) _________________________________________________________________
Program Objective(s) _______________________________________________________________

Number of Attendees:

Students ______
Faculty/Staff ______
Public ______
Number of Males ______
Number of Females ______

Assessment:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Presentation</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Set-up</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Cooperation of Performer</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Publicity</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Facilities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Audience Reaction</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Planning Process</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Clean Up</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Overall Evaluation</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Outside guests (if any): _______________________________________________________________
Website/URL: _______________________________________________________________________
Set-up Requirements (tables, chairs, podium, microphone, etc.):
_________________________________________________________________________________

List Successes/Positive Feedback:
_________________________________________________________________________________
_________________________________________________________________________________

Recommendations for next year to make the program even more successful:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Evaluation completed by: ________________________________ Date: _________________________

Please keep this in your RSO binder for future officers/members!
### Advisor Evaluation
Please rate your Advisor’s role within your RSO, with 1 being the lowest and 5 being the best. Feel free to write or discuss additional comments for each question.

<table>
<thead>
<tr>
<th>Question</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am satisfied with the amount of time our advisor spends with us.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I am satisfied with the quality of time our advisor spends with us.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I am satisfied with the amount of information our advisor shares with our group.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I am satisfied with the quality of information our advisor shares with our group.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor is familiar with the goals and our RSO’s mission.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor advises our group in a way consistent with our goals.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor adjusts his/her advising style to meet our needs.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor keeps us informed on campus and national issues.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor is a good listener.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor understands the dynamics of our group.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor role models balance and healthy living.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor challenges me to think.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Our advisor allows me room to make and execute decisions.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Adapted from Office of Campus Activities, Student Organization Advisor’s Resource Manual, Drexel University.